


# hourlydaily

# Table of Contents

**hourlydaily** ..... i
**Hourly/Daily - HRS2300** ..... 1

# Hourly/Daily - HRS2300

***Human Resources > Tables > Salaries > Hourly/Daily***

This tab is used to automatically reference the correct hourly or daily salary for employees (based on their pay grade, pay step, max days employed, and local schedule). This table could be used for creation of salaries for those employees, such as teachers, paraprofessionals, maintenance, bus drivers, and other jobs as maintained by the district.

On the Job Codes table, this salary concept could then be attached to the applicable jobs. When the job is selected on the Job Info tab, the system automatically populates the Daily Rate field on that tab and can then calculate the base annual amount based on the number of days employed. In addition, when the Mass Update Salary Calculations feature is used, the system then uses this table to extract the correct salary information, perform calculations, and populate many fields on the Job Info tab.

You can create district-defined, local schedule codes that are used to indicate separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed. There is an optional field to indicate the estimated number of overtime hours allowed for this pay grade and step.

## Retrieve existing hourly/daily rates:

Under **Records**, enter one of the following:

| Field | Description |
|---|---|
| **Pay Grade** | Click ⌄ to select a pay grade from the drop-down list. |
| **Pay Step** | Click ⌄ to select a pay step from the drop-down list. |

**Note**: To retrieve all local annual salary data, leave the fields blank.

Click **Retrieve**. The hourly/daily rate data is displayed.

## Set up hourly/daily rate data:

Click **+Add** to add a row.

| | |
|---|---|
| **Pay Grade** | Type the three-character code for the pay grade. |
| **Pay Step** | Type the two-character code for the salary level within the indicated pay grade. |
| **Hrs Per Day** | Type the number of hours per day an employee would work in a day. Leave blank and the Rate Type field defaults to Daily. Hours per day is required if performing hourly calculations. |
| **Rate Type** | If the **Hrs Per Day** field is left blank, the rate type is set to the daily rate.<br>If the **Hrs Per Day** field contains hours, the rate type changes to the hourly rate. |

| | |
|---|---|
| **Local Sched** | Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed. |
| **Pay Type** | |

## Other functions and features:

| | |
|---|---|
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |