



midpoint

Table of Contents

midpoint	i
Midpoint - HRS2300	1

Midpoint - HRS2300

Human Resources > Tables > Salaries > Midpoint

This tab is used to manage the pay rates for hourly, noncontract employees, and contract employees not covered under the annual or hourly/daily salary tables.

Retrieve existing midpoint data:

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

Field	Description
Pay Grade	Click  to select a pay grade from the drop-down list.
Pay Type	Click  to select a pay step from the drop-down list. Leave the fields blank to retrieve all midpoint salary data.

Click **Retrieve**. The midpoint salary data is displayed.

Set up midpoint data:

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

Pay Grade	Type the locally assigned, three-character code for the pay grade.
Pay Type	Click  to select a pay type code.
Minimum	Type the lowest pay rate for this pay grade/pay type.
Maximum	Type the highest pay rate for this pay grade/pay type.
Midpoint	The midpoint is automatically calculated. How is midpoint calculated?
Hours	Type the number of hours authorized for this pay grade. When pay types 1, 2, and 4 are calculated as daily rates, the Hours field is left blank. When pay type 3 is calculated as an hourly pay rate, the Hours field requires a value. Note: If there is data in the Hours field, the Hrs/Day field on the Job Info tab will also be populated. The Hrs/Day field can be modified on the Job Info tab, if necessary.
Dock Rate	Click  to select a dock rate (<i>D - Daily</i> or <i>H - Hourly</i>).

Other functions and features:

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