


# stateminimum

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# State Minimum - HRS2300

***Human Resources > Tables > Salaries > State Minimum***

This tab is used to calculate the monthly state minimum salary for eligible district employees. For the latest TRS State Minimum Salary requirements, go to the TRAQS Payroll Reporting Manual section of the TRS website at www.trs.state.tx.us/employers.jsp?submenu=traqs&page_id=/traqs/payroll_reporting_manual_main , and then select 10 - Statutory Minimum Report from the Table of Contents.

## Retrieve existing state minimum salary data:

Under **Records**:

| Field | Description |
|---|---|
| **State Step** | Click ⌄ to select a state step from the drop-down list. Leave the field blank to retrieve all state minimum salary data. |

Click **Retrieve**. The state minimum data is displayed.

**Note**: Step codes and associated pay rates are provided by TEA. These must be manually entered when the system is being set up. The highest step for Instructor/Librarian/Counselor/Nurse is 20.

## Set up state minimum data:

Click **+Add**.

| | |
|---|---|
| **Step** | Type the two-character code for the salary level within the indicated pay grade. |
| **TEA Base** | Type the daily pay rate for this step from the TEA provided table. |
| **A 000-187** | Type the daily pay rate for this step from the TEA provided table. |
| **B 202-206** | Type the daily pay rate for this step from the TEA provided table. |
| **C 207-219** | Type the daily pay rate for this step from the TEA provided table. |
| **D 220-225** | Type the daily pay rate for this step from the TEA provided table. |
| **E 226+** | Type the daily pay rate for this step from the TEA provided table. |

Click **Save**.

## 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. |