



ASCENDER GUIDES



stateminimum

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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, visit the TRS website at <https://www.trs.texas.gov/Pages/Homepage.aspx>, click the Reporting Entities menu, select Payroll Manual (Public Schools) and click State Minimum Salary Schedules from the Table of Contents.

Retrieve existing state minimum salary data:

Under **Records**:

Field	Description
State Step	Click <input type="button" value="v"/> 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:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	<p>Print the salary table data.</p> <p>Click to print the salary table data. The following salary table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open.</p> <p>Selected Salary Tables - displays the following Current Year Salary Table Selection options:</p> <ul style="list-style-type: none"> Local Annual Hourly/Daily Extra Duty Fund to Grant State Minimum Substitute Midpoint <p>All Salary Tables - prints all the Salaries tab pages.</p> <p>Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>