



ASCENDER GUIDES



# 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, 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
<b>State Step</b>	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**.

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

Click **Save**.

## Other functions and features:

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