



# Midpoint - HRS8200



# Table of Contents

<b>Midpoint - HRS8200</b> .....	<b>i</b>
<b>Midpoint - HRS8200</b> .....	<b>1</b>



# Midpoint - HRS8200

## Human Resources > Utilities > Salary Simulation > 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.

[Midpoint Salary Schedule](#)

### Set up midpoint salary data:

Under **Records**:

<b>Simulation Name</b>	Click <b>▼</b> to select the simulation name entered on the Simulation Options tab.
<b>Description</b>	This field is populated automatically with the simulation description as entered on the Simulation Options tab.
<b>Pay Grade</b>	Click <b>▼</b> to select the appropriate pay grade for the current simulation. This option will limit your selection.  <b>Note:</b> In addition, you can click the <b>Midpoint</b> button to retrieve and select multiple pay grades from the midpoint table, or create new entries to be included in the simulation phase.

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

Under **Modify**, select either of the following criteria to modify midpoint salaries:

- **By Percent**
- **By Dollar Amt**


Under **Salary**:

<b>Minimum</b>	Type the percentage or dollar amount each row will increase by.
<b>Maximum</b>	Type the percentage or dollar amount each row will increase by.
<b>Midpoint</b>	Type the percentage or dollar amount each row will increase by.

Click **Default** to apply the amounts entered in the **Minimum**, **Maximum**, and **Midpoint** fields to each row.

**Note:** Only those rows that have no value in the **% Increase** or **Amt Increase** columns are affected when applying the default values.

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

<b>Pay Grade</b>	Type the locally assigned, three-character code for the pay grade.
<b>Pay Type</b>	Click  to select a of pay type code.
<b>Hours</b>	Type the number of hours authorized for this pay grade.  When pay types 1, 2, and 4 are calculated as daily rates, the <b>Hours</b> field is left blank.  When pay type 3 is calculated on an hourly pay rate, the <b>Hours</b> field requires a value.

The system populates the **Minimum** field with the lowest pay rate for this pay grade/pay type from the Midpoint NYR table.

**Note:** Each row can only be changed by a percent or dollar amount, not both, and if a row previously had a value entered in the **Amount Increase** column, and now a value is entered in the **% Increase** column, the **Amount Increase** column will change to zero.

<b>% Increase</b>	Type the percentage of the increase.
<b>Amt Increase</b>	Type the dollar amount of the increase.
<b>New Min</b>	This field is calculated by the system.

The system populates the **Maximum** field with the highest pay rate for this pay grade/pay type from the Midpoint NYR table.

<b>% Increase</b>	Type the percentage of the increase.
<b>Amt Increase</b>	Type the dollar amount of the increase.
<b>New Max</b>	This field is calculated by the system.


The system populates the Midpoint field with the calculated midpoint pay rate for this pay grade/pay type from the Midpoint NYR table.

<b>% Increase</b>	Type the percentage of the increase.
<b>Amt Increase</b>	Type the dollar amount of the increase.
<b>New Midpoint</b>	This field is calculated by the system.

Click **Save** to save the changes.

Click **Print** to display the Simulation Midpoint Salary Table report.

**Other functions and features:**

	<p><a href="#">Delete a row.</a> 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>
<b>Reset</b>	Click to reset the <b>% Increase</b> and <b>Amount Increase</b> columns to zero the selected row. A range of rows can be selected by pressing SHIFT or ALT.