



Midpoint - HRS2300

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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.

[Midpoint Salary Schedule](#)

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</i> - Daily or <i>H</i> - Hourly). |

Other functions and features:

| | |
|-----------------|--|
| Retrieve | Retrieve data. 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 AnnualHourly/DailyExtra DutyFund to GrantState MinimumSubstituteMidpoint <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>Delete a row.</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> |