



## Midpoint - HRS2300



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# Midpoint - HRS2300

## Personnel > 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
<b>Pay Grade</b>	Click  to select a pay grade from the drop-down list.
<b>Pay Type</b>	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.

<b>Pay Grade</b>	Type the locally assigned, three-character code for the pay grade.
<b>Pay Type</b>	Click  to select a pay type code.
<b>Minimum</b>	Type the lowest pay rate for this pay grade/pay type.
<b>Maximum</b>	Type the highest pay rate for this pay grade/pay type.
<b>Midpoint</b>	The midpoint is automatically calculated. <a href="#">How is midpoint calculated?</a>
<b>Hours</b>	<p>Type the number of hours authorized for this pay grade.</p> <p>When pay types 1, 2, and 4 are calculated as daily rates, the <b>Hours</b> field is left blank.</p> <p>When pay type 3 is calculated as an hourly pay rate, the <b>Hours</b> field requires a value.</p> <p><b>Note:</b> If there is data in the <b>Hours</b> field, the <b>Hrs/Day</b> field on the Job Info tab will also be populated. The <b>Hrs/Day</b> field can be modified on the Job Info tab, if necessary.</p>
<b>Dock Rate</b>	Click  to select a dock rate ( <i>D</i> - Daily or <i>H</i> - Hourly).

#### 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>	<a href="#">Click to print the salary table data.</a>

	<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>
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