

Midpoint - HRS2300

Table of Contents

Midpoint - HRS2300 i
Midpoint - HRS2300 1

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
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 (*D - Daily* or *H - Hourly*).

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	Click to print the salary table data.

	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.