



Midpoint - HRS2300

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

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**.