



# Midpoint - HRS2300



# Table of Contents

<b>Midpoint - HRS2300</b> .....	<b>i</b>
<b>Midpoint - HRS2300</b> .....	<b>1</b>



# 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>	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 as an hourly pay rate, the <b>Hours</b> field requires a value. <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.
<b>Dock Rate</b>	Click  to select a dock rate ( <i>D - Daily</i> or <i>H - Hourly</i> ).

### 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.
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<b>Print</b>	<p>Click to print the salary table data. The following salary table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Salary Tables</b> - displays the following Current Year Salary Table Selection options:</p> <ul style="list-style-type: none"><li>Local Annual</li><li>Hourly/Daily</li><li>Extra Duty</li><li>Fund to Grant</li><li>State Minimum</li><li>Substitute</li><li>Midpoint</li></ul> <p><b>All Salary Tables</b> - prints all the Salaries tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></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 <b>Save</b>.</p>