



State Minimum - HRS2300

Table of Contents

| | |
|--------------------------------------|---|
| State Minimum - HRS2300 | i |
| State Minimum - HRS2300 | 1 |

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Human Resources > Tables > Salaries > State Minimum

This tab is used to calculate the monthly state minimum salary for eligible district employees. For the latest TRS State Minimum Salary requirements, visit the TRS website at <https://www.trs.texas.gov/Pages/Homepage.aspx>, click the Reporting Entities menu, select Payroll Manual (Public Schools) and click State Minimum Salary Schedules from the Table of Contents.

Retrieve existing state minimum salary data:

Under **Records**:

| Field | Description |
|-------------------|--|
| State Step | Click  to select a state step from the drop-down list. Leave the field blank to retrieve all state minimum salary data. |

Click **Retrieve**. The state minimum data is displayed.

Note: Step codes and associated pay rates are provided by TEA. These must be manually entered when the system is being set up. The highest step for Instructor/Librarian/Counselor/Nurse is 20.

Set up state minimum data:

Click **+Add**.

| | |
|------------------|--|
| Step | Type the two-character code for the salary level within the indicated pay grade. |
| TEA Base | Type the daily pay rate for this step from the TEA provided table. |
| A 000-187 | Type the daily pay rate for this step from the TEA provided table. |
| B 202-206 | Type the daily pay rate for this step from the TEA provided table. |
| C 207-219 | Type the daily pay rate for this step from the TEA provided table. |
| D 220-225 | Type the daily pay rate for this step from the TEA provided table. |
| E 226+ | Type the daily pay rate for this step from the TEA provided table. |

Click **Save**.

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 | <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 Annual Hourly/Daily Extra Duty Fund to Grant State Minimum Substitute Midpoint <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>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> |