



## State Minimum - HRS2300



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# State Minimum - HRS2300

## Personnel > 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**, enter the following:

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** to add a row.

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:

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