



Midpoint - HRS6250

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Position Management > Utilities > Salary Simulation > 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](#)

Set up midpoint salary data:

| Field | Description |
|-------------------------------|--|
| Simulation Name | Type the name of a simulation or click  to select the simulation name from a list. |
| Simulation Description | Type a description of the current simulation or click  to select the simulation description from a list. The field can be a maximum of 30 characters. |

☐ Under **Records**:

| | |
|------------------|--|
| Sim Name | Display only and indicates the simulation name as entered in the Simulation Name field at the top of the page. |
| Descr | Display only and indicates the simulation description as entered in the Simulation Description field at the top of the page. |
| Pay Grade | Click  to select the appropriate pay grade for the current simulation. This option will limit your selection. Note: In addition, you can click the Midpoint button to retrieve and select multiple pay grades from the midpoint table, or create new entries to be included in the simulation phase. |

☐ Click **Midpoint** to retrieve and select multiple pay grades from the midpoint table, or create new entries to be included in the simulation phase.

☐ Click **Retrieve**. The midpoint salary data is displayed.

☐ Under **Modify**, select either of the following criteria to modify midpoint salaries:

- **By Percent**
- **By Dollar Amt**

☐ Under **Salary**:

| | |
|-----------------|---|
| Minimum | Type the percentage or dollar amount each row will increase by. |
| Maximum | Type the percentage or dollar amount each row will increase by. |
| Midpoint | Type the percentage or dollar amount each row will increase by. |

| | |
|--------------------------|--|
| Max Pct Pay Inc | Type the maximum percentage allowable for the simulation. |
| Midpt Pct Pay Inc | Type the maximum midpoint percentage allowable for the simulation. |

☐ Click **Default** to apply the amounts entered in the **Minimum**, **Maximum**, and **Midpoint** fields to each row.

Note: Only those rows that have no value in the **% Increase** or **Amt Increase** columns are affected when applying the default values.

☐ 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 of pay type code. |
| 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 on an hourly pay rate, the Hours field requires a value. |

The system populates the **Minimum** field with the lowest pay rate for this pay grade/pay type from the Midpoint NYR table.

Note: Each row can only be changed by a percent or dollar amount, not both, and if a row previously had a value entered in the **Amount Increase** column, and now a value is entered in the **% Increase** column, the **Amount Increase** column will change to zero.

| | |
|---------------------|---|
| % Increase | Type the percentage of the increase. |
| Amt Increase | Type the dollar amount of the increase. |
| New Min | This field is calculated by the system. |

The system populates the **Maximum** field with the highest pay rate for this pay grade/pay type from the Midpoint NYR table.

| | |
|---------------------|---|
| % Increase | Type the percentage of the increase. |
| Amt Increase | Type the dollar amount of the increase. |
| New Max | This field is calculated by the system. |

The system populates the **Midpoint** field with the calculated midpoint pay rate for this pay grade/pay type from the Midpoint NYR table.

| | |
|--------------------------|--|
| % Increase | Type the percentage of the increase. |
| Amt Increase | Type the dollar amount of the increase. |
| New Midpoint | This field is calculated by the system. |
| Max Pct Pay Inc | Type the maximum percentage allowable for the simulation. |
| Midpt Pct Pay Inc | Type the maximum midpoint percentage allowable for the simulation. |

| | |
|---------------------------|---|
| Max Inc/Dec Amt | This field is calculated by the system. |
| Midpnt Inc/Dec Amt | This field is calculated by the system. |

☐ Click **Refresh Totals** to recalculate the new amounts when a new amount or percent is entered.

☐ Click **Save**.