

## midpoint\_body2

## **Table of Contents**

## **Business**

| 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 <b>Hours</b> field is left blank. |  |  |  |  |  |
|           | When pay type 3 is calculated on an hourly pay rate, the <b>Hours</b> 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.    |
|---------------------|---|
| <b>Amt Increase</b> | 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 <b>Refresh</b> | <b>Totals</b> to recalculate the | new amounts | when a new a | amount or per | ent is entered. |
|------------------------|----------------------------------|-------------|--------------|---------------|-----------------|
| ☐ Click <b>Save</b> .  |                                  |             |              |               |                 |



## **Back Cover**