






midpoint_body

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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.



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