

hourlydaily

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Human Resources > Tables > Salaries > Hourly/Daily

This tab is used to automatically reference the correct hourly or daily salary for employees (based on their pay grade, pay step, max days employed, and local schedule). This table could be used for creation of salaries for those employees, such as teachers, paraprofessionals, maintenance, bus drivers, and other jobs as maintained by the district.

On the Job Codes table, this salary concept could then be attached to the applicable jobs. When the job is selected on the Job Info tab, the system automatically populates the Daily Rate field on that tab and can then calculate the base annual amount based on the number of days employed. In addition, when the Mass Update Salary Calculations feature is used, the system then uses this table to extract the correct salary information, perform calculations, and populate many fields on the Job Info tab.

You can create district-defined, local schedule codes that are used to indicate separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed. There is an optional field to indicate the estimated number of overtime hours allowed for this pay grade and step.

Retrieve existing hourly/daily rates:

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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