



midpoint

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Human Resources > Tables > Salaries > 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.

Retrieve existing midpoint data:

Under **Records**, enter one of the following:

| Field | Description |
|------------------|--|
| Pay Grade | Click ▼ to select a pay grade from the drop-down list. |
| Pay Type | Click ▼ to select a pay step from the drop-down list. Leave the fields blank to retrieve all midpoint salary data. |


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

Set up midpoint data:

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 pay type code. |
| Minimum | Type the lowest pay rate for this pay grade/pay type. |
| Maximum | Type the highest pay rate for this pay grade/pay type. |
| Midpoint | The midpoint is automatically calculated. How is midpoint calculated? |

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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