



# midpoint



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# Midpoint - HRS2300

## 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
<b>Pay Grade</b>	Click  to select a pay grade from the drop-down list.
<b>Pay Type</b>	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.

<b>Pay Grade</b>	Type the locally assigned, three-character code for the pay grade.
<b>Pay Type</b>	Click  to select a pay type code.
<b>Minimum</b>	Type the lowest pay rate for this pay grade/pay type.
<b>Maximum</b>	Type the highest pay rate for this pay grade/pay type.
<b>Midpoint</b>	The midpoint is automatically calculated. <a href="#">How is midpoint calculated?</a>
<b>Hours</b>	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 as an hourly pay rate, the <b>Hours</b> field requires a value. <b>Note:</b> If there is data in the <b>Hours</b> field, the <b>Hrs/Day</b> field on the Job Info tab will also be populated. The <b>Hrs/Day</b> field can be modified on the Job Info tab, if necessary.
<b>Dock Rate</b>	Click  to select a dock rate ( <i>D - Daily</i> or <i>H - Hourly</i> ).

### Other functions and features:

 <a href="#">Delete a row.</a>	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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