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.

[Midpoint Salary Schedule](#)

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?](#)
Hours	Type the number of hours authorized for this pay grade. When pay types 1, 2, and 4 are calculated as daily rates, the **Hours** field is left blank. When pay type 3 is calculated as an hourly pay rate, the **Hours** field requires a value. **Note**: If there is data in the **Hours** field, the **Hrs/Day** field on the Job Info tab will also be populated. The **Hrs/Day** field can be modified on the Job Info tab, if necessary.
Dock Rate	Click ⌄ to select a dock rate (*D - Daily* or *H - Hourly*).

Other functions and features:

Retrieve	[Retrieve data.](#) The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

Print	Print the salary table data.
	Click to print the salary table data. The following salary table options are displayed:
	Current Tab Page - prints only the tab page currently open.
	Selected Salary Tables - displays the following Current Year Salary Table Selection options:
	Local Annual
	Hourly/Daily
	Extra Duty
	Fund to Grant
	State Minimum
	Substitute
	Midpoint
	All Salary Tables - prints all the Salaries tab pages.
	Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab.
	Review the report.
🗑	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.
	Click **Save**.

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