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# 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.<br><br>When pay types 1, 2, and 4 are calculated as daily rates, the **Hours** field is left blank.<br><br>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.<br>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.<br>Click to print the salary table data. The following salary table options are displayed:<br>**Current Tab Page** - prints only the tab page currently open.<br>**Selected Salary Tables** - displays the following Current Year Salary Table Selection options:<br>Local Annual<br>Hourly/Daily<br>Extra Duty<br>Fund to Grant<br>State Minimum<br>Substitute<br>Midpoint<br>**All Salary Tables** - prints all the Salaries tab pages.<br>Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab.<br>Review the report. |
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |


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