



**statemimum**



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# State Minimum - HRS2300

## Human Resources > Tables > Salaries > State Minimum

This tab is used to calculate the monthly state minimum salary for eligible district employees. For the latest TRS State Minimum Salary requirements, go to the TRAQS Payroll Reporting Manual section of the TRS website at [www.trs.state.tx.us/employers.jsp?submenu=traqs&page\\_id=/traqs/payroll\\_reporting\\_manual\\_main](http://www.trs.state.tx.us/employers.jsp?submenu=traqs&page_id=/traqs/payroll_reporting_manual_main), and then select 10 - Statutory Minimum Report from the Table of Contents.

### Retrieve existing state minimum salary data:

Under **Records**:

| Field             | Description  |
|-------------------|--|
| <b>State Step</b> | Click  to select a state step from the drop-down list. Leave the field blank to retrieve all state minimum salary data. |

Click **Retrieve**. The state minimum data is displayed.

**Note:** Step codes and associated pay rates are provided by TEA. These must be manually entered when the system is being set up. The highest step for Instructor/Librarian/Counselor/Nurse is 20.

### Set up state minimum data:

Click **+Add**.

|                  |  |
|------------------|--|
| <b>Step</b>      | Type the two-character code for the salary level within the indicated pay grade. |
| <b>TEA Base</b>  | Type the daily pay rate for this step from the TEA provided table.               |
| <b>A 000-187</b> | Type the daily pay rate for this step from the TEA provided table.               |
| <b>B 202-206</b> | Type the daily pay rate for this step from the TEA provided table.               |
| <b>C 207-219</b> | Type the daily pay rate for this step from the TEA provided table.               |
| <b>D 220-225</b> | Type the daily pay rate for this step from the TEA provided table.               |
| <b>E 226+</b>    | Type the daily pay rate for this step from the TEA provided table.               |

Click **Save**.

### Other functions and features:

|   |  |
|---|--|
| <b>Retrieve</b>   | <a href="#">Retrieve data.</a><br>The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.   |
| <b>Print</b>  | <a href="#">Print the salary table data.</a><br>Click to print the salary table data. The following salary table options are displayed:<br><b>Current Tab Page</b> - prints only the tab page currently open.<br><b>Selected Salary Tables</b> - 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><b>All Salary Tables</b> - prints all the Salaries tab pages.<br>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.<br><a href="#">Review the report.</a> |
|  | <a href="#">Delete a row.</a><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 <b>Save</b> .   |



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