



Midpoint - HRS8200

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Payroll > Utilities > Salary Simulation > 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](#)

Set up midpoint salary data:

☐ Under **Records**:

Simulation Name	Click  to select the simulation name entered on the Simulation Options tab.
Description	This field is populated automatically with the simulation description as entered on the Simulation Options tab.
Pay Grade	Click  to select the appropriate pay grade for the current simulation. This option will limit your selection. Note: In addition, you can click the Midpoint button to retrieve and select multiple pay grades from the midpoint table, or create new entries to be included in the simulation phase.

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

☐ Under **Modify**, select either of the following criteria to modify midpoint salaries:

- **By Percent**
- **By Dollar Amt**

☐ Under **Salary**:

Minimum	Type the percentage or dollar amount each row will increase by.
Maximum	Type the percentage or dollar amount each row will increase by.
Midpoint	Type the percentage or dollar amount each row will increase by.

☐ Click **Default** to apply the amounts entered in the **Minimum**, **Maximum**, and **Midpoint** fields to each row.

Note: Only those rows that have no value in the % **Increase** or **Amt Increase** columns are affected when applying the default values.

☐ Click **+Add** to add a row.

Pay Grade	Type the locally assigned, three-character code for the pay grade.
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Pay Type	Click ▼ to select a of pay type code.
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 on an hourly pay rate, the Hours field requires a value.

The system populates the **Minimum** field with the lowest pay rate for this pay grade/pay type from the Midpoint NYR table.

Note: Each row can only be changed by a percent or dollar amount, not both, and if a row previously had a value entered in the **Amount Increase** column, and now a value is entered in the **% Increase** column, the **Amount Increase** column will change to zero.

% Increase	Type the percentage of the increase.
Amt Increase	Type the dollar amount of the increase.
New Min	This field is calculated by the system.

The system populates the **Maximum** field with the highest pay rate for this pay grade/pay type from the Midpoint NYR table.

% Increase	Type the percentage of the increase.
Amt Increase	Type the dollar amount of the increase.
New Max	This field is calculated by the system.


The system populates the **Midpoint** field with the calculated midpoint pay rate for this pay grade/pay type from the Midpoint NYR table.

% Increase	Type the percentage of the increase.
Amt Increase	Type the dollar amount of the increase.
New Midpoint	This field is calculated by the system.

☐ Click **Save** to save the changes.

☐ Click **Print** to display the Simulation Midpoint Salary Table report.

Other functions and features:

	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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