

Hourly/Daily - HRS2300

Table of Contents

Hourly/Daily - HRS2300 1

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Personnel > Tables > Salaries > Hourly/Daily

This tab is used to automatically reference the correct hourly or daily salary for employees (based on their pay grade, pay step, max days employed, and local schedule). This table could be used for creation of salaries for those employees, such as teachers, paraprofessionals, maintenance, bus drivers, and other jobs as maintained by the district.

On the Job Codes table, this salary concept could then be attached to the applicable jobs. When the job is selected on the Job Info tab, the system automatically populates the **Daily Rate** field on that tab and can then calculate the base annual amount based on the number of days employed. In addition, when the Mass Update Salary Calculations feature is used, the system then uses this table to extract the correct salary information, perform calculations, and populate many fields on the Job Info tab.

You can create an LEA-defined, local schedule codes that are used to indicate separate pay schedules for professional and support staff with the same pay grade, pay step, and the maximum number of days employed. There is an optional field to indicate the estimated number of overtime hours allowed for this pay grade and step.

Retrieve existing hourly/daily rates:

❑ Under **Records**, enter one of the following:

Field	Description
Pay Grade	Click ⌄ to select a pay grade from the drop-down list.
Pay Step	Click ⌄ to select a pay step from the drop-down list.

Note: To retrieve all local annual salary data, leave the fields blank.

❑ Click **Retrieve**. The hourly/daily rate data is displayed.

Set up hourly/daily rate data:

❑ Click **+Add** to add a row.

Pay Grade	Type the three-character code for the pay grade.
Pay Step	Type the two-character code for the salary level within the indicated pay grade.
Hrs Per Day	Type the number of hours per day an employee would work in a day. Leave blank and the Rate Type field defaults to Daily. Hours per day is required if performing hourly calculations.
Rate Type	If the **Hrs Per Day** field is left blank, the rate type is set to the daily rate. If the **Hrs Per Day** field contains hours, the rate type changes to the hourly rate.

Local Sched	Type the optional, locally assigned, single-character code that is used to indicate the separate pay schedules for professional and support staff with the same pay grade, pay step, and maximum number of days employed.
Pay Type	Click ⌄ to select the one-digit code that best describes how the employee's pay is calculated by the system. Pay type 1 employees are generally those employees that are under contract such as superintendents, principals, teachers, etc. (exempt employees under FLSA) whose pay rate remains constant during the course of their contract. Pay type 2 employees are generally paraprofessional, auxiliary, or clerical (nonexempt employees under FLSA) whose pay rate usually remains constant during the course of the year but are eligible for overtime. Pay type 3 employees are hourly employees (nonexempt under FLSA) who are paid only when hours are earned, so their pay rate fluctuates every pay date. Pay type 4 employees are substitutes that are paid at either an hourly or daily rate of pay and only when they work. **Note**: If **Use PMIS** is selected on the District Administration > Options > PMIS District Options page, the **Pay Type** field is required.
Est Ovtm Hrs	Type the estimated annual number of overtime hours allowed for this pay grade and step. This field is also used for next year interface to budget calculations.
Amount	Type the hourly/daily salary amount authorized for this pay grade and step. The field can be a maximum of six digits.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	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.
	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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Back Cover