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## State Minimum - HRS2300



# Table of Contents

**State Minimum - HRS2300** ..... 1



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**Personnel > 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, visit the TRS website at <https://www.trs.texas.gov/Pages/Homepage.aspx>, click the Reporting Entities menu, select Payroll Manual (Public Schools) and click State Minimum Salary Schedules from the Table of Contents.

**Retrieve existing state minimum salary data:**

Under **Records**, enter the following:

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** to add a row.

<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>	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.
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<b>Print</b>	<a href="#">Click to print the salary table data.</a>
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .



## Back Cover