



State Minimum - HRS2300

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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
State Step	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.

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

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.
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Print	Click to print the salary table data.
	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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