Midpoint, Next Year - HRS2300

Table of Contents

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Personnel > Tables > Salaries NYR > 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

Retrieve existing midpoint data:

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

Field	Description
Pay Grade	Click to select a pay grade from the drop-down list.
Pay Type	Click to select a pay step from the drop-down list. Leave the fields blank to retrieve all midpoint salary data.

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

Set up midpoint data:

❏ Click **+Add** to add a row.

Pay Grade	Type the locally assigned, three-character code for the pay grade.
Pay Type	Click to select a pay type code.
Minimum	Type the lowest pay rate for this pay grade/pay type.
Maximum	Type the highest pay rate for this pay grade/pay type.
Midpoint	The midpoint is automatically calculated. How is midpoint calculated?
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 as an hourly pay rate, the **Hours** field requires a value. **Note**: If there is data in the **Hours** field, the **Hrs/Day** field on the Job Info tab will also be populated. The **Hrs/Day** field can be modified on the Job Info tab, if necessary.
Dock Rate	Click to select a dock rate (*D - Daily* or *H - Hourly*).

Other functions and features:

Retrieve	{page>general:retrieve}}

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