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# State Minimum, Next Year - HRS2300



# Table of Contents

**State Minimum, Next Year - HRS2300** ..... 1




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**Personnel > Tables > Salaries NYR > 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:**

| 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** to save the changes.

**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. |
|-----------------|--|

|   |   |
|---|---|
| <b>Print</b>  | <p>Click to print the salary table data. The following salary table options are displayed:<br/><b>Current Tab Page</b> - prints only the tab page currently open.<br/><b>Selected Salary Tables</b> - displays the following Current Year Salary Table Selection options:<br/>Local Annual<br/>Hourly/Daily<br/>Extra Duty<br/>Fund to Grant<br/>State Minimum<br/>Substitute<br/>Midpoint<br/><b>All Salary Tables</b> - prints all the Salaries tab pages.<br/>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.<br/><a href="#">Review the report.</a></p> |
|  | <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>   |



## Back Cover