



ASCENDER GUIDES



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## Midpoint - HRS6250



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# Midpoint - HRS6250

## Position Management > Utilities > Salary Simulation > 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](#)

### Set up midpoint salary data:

| Field                  | Description  |
|------------------------|--|
| <b>Simulation Name</b> | Click  to select the simulation name entered on the Simulation Options tab. |
| <b>Description</b>     | This field is populated automatically with the simulation description as entered on the Simulation Options tab.  |

Under **Records**:

|                  |  |
|------------------|--|
| <b>Sim Name</b>  | Display only and indicates the simulation name as entered in the <b>Simulation Name</b> field at the top of the page.  |
| <b>Descr</b>     | Display only and indicates the simulation description as entered in the <b>Simulation Description</b> field at the top of the page.  |
| <b>Pay Grade</b> | Click  to select the appropriate pay grade for the current simulation. This option will limit your selection.<br><br><b>Note:</b> In addition, you can click the <b>Midpoint</b> button to retrieve and select multiple pay grades from the midpoint table, or create new entries to be included in the simulation phase. |

Click **Midpoint** to retrieve and select multiple pay grades from the midpoint table, or create new entries to be included in the simulation phase.

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

Under **Modify**, select either of the following criteria to modify midpoint salaries:

- **By Percent**
- **By Dollar Amt**

Under **Salary**:

|                          |  |
|--------------------------|--|
| <b>Minimum</b>           | Type the percentage or dollar amount each row will increase by.    |
| <b>Maximum</b>           | Type the percentage or dollar amount each row will increase by.    |
| <b>Midpoint</b>          | Type the percentage or dollar amount each row will increase by.    |
| <b>Max Pct Pay Inc</b>   | Type the maximum percentage allowable for the simulation.          |
| <b>Midpt Pct Pay Inc</b> | Type the maximum midpoint percentage allowable for the simulation. |

Click **Default** to apply the amounts entered in the **Minimum**, **Maximum**, and **Midpoint** fields to

each row.

**Note:** Only those rows that have no value in the **% Increase** or **Amt Increase** columns are affected when applying the default values.

Click **+Add** to add a row.

|                  |   |
|------------------|---|
| <b>Pay Grade</b> | Type the locally assigned, three-character code for the pay grade.  |
| <b>Pay Type</b>  | Click <b>▼</b> to select a of pay type code.  |
| <b>Hours</b>     | Type the number of hours authorized for this pay grade.<br><br>When pay types 1, 2, and 4 are calculated as daily rates, the <b>Hours</b> field is left blank.<br><br>When pay type 3 is calculated on an hourly pay rate, the <b>Hours</b> field requires a value. |

The system populates the **Minimum** field with the lowest pay rate for this pay grade/pay type from the Midpoint NYR table.

**Note:** Each row can only be changed by a percent or dollar amount, not both, and if a row previously had a value entered in the **Amount Increase** column, and now a value is entered in the **% Increase** column, the **Amount Increase** column will change to zero.

|                     |   |
|---------------------|---|
| <b>% Increase</b>   | Type the percentage of the increase.    |
| <b>Amt Increase</b> | Type the dollar amount of the increase. |
| <b>New Min</b>      | This field is calculated by the system. |

The system populates the **Maximum** field with the highest pay rate for this pay grade/pay type from the Midpoint NYR table.

|                     |   |
|---------------------|---|
| <b>% Increase</b>   | Type the percentage of the increase.    |
| <b>Amt Increase</b> | Type the dollar amount of the increase. |
| <b>New Max</b>      | This field is calculated by the system. |

The system populates the **Midpoint** field with the calculated midpoint pay rate for this pay grade/pay type from the Midpoint NYR table.

|                           |  |
|---------------------------|--|
| <b>% Increase</b>         | Type the percentage of the increase.                               |
| <b>Amt Increase</b>       | Type the dollar amount of the increase.                            |
| <b>New Midpoint</b>       | This field is calculated by the system.                            |
| <b>Max Pct Pay Inc</b>    | Type the maximum percentage allowable for the simulation.          |
| <b>Midpt Pct Pay Inc</b>  | Type the maximum midpoint percentage allowable for the simulation. |
| <b>Max Inc/Dec Amt</b>    | This field is calculated by the system.                            |
| <b>Midpnt Inc/Dec Amt</b> | This field is calculated by the system.                            |

Click **Refresh Totals** to recalculate the new amounts when a new amount or percent is entered.

Click **Save** to save the changes.



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