



# Midpoint - HRS6250



# Table of Contents

**Midpoint - HRS6250** ..... 1





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**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>	Type the name of a simulation or click  to select the simulation name from a list.
<b>Simulation Description</b>	Type a description of the current simulation or click  to select the simulation description from a list. The field can be a maximum of 30 characters.

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.  <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.  When pay types 1, 2, and 4 are calculated as daily rates, the <b>Hours</b> field is left blank.  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.



## Back Cover