

Glenn Hegar

Texas Comptroller of Public Accounts

Statewide Fiscal Services

**Reason Code Definitions,
Restrictions and
Salary Schedules
for State Agencies**

Fiscal 2018-2019

This document reflects additions and changes to salary administration provisions of the General Appropriations Act (GAA) made by the 85th Legislature.



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Reason Codes Quick Reference for State Agencies

Refer to the Fiscal Policies and Procedures "Reason Code Definitions and Restrictions for State Agencies" for detailed information. Detailed descriptions and definitions of the reason codes listed here are available on FMX at <https://fmx.cpa.state.tx.us/fmx/payper/salsched/index.php>. Agencies use this information to determine the proper method to report salary administration actions. Please refer to it when reporting information to the Standardized Payroll/Personnel Reporting System (SPRS) or entering data in the Uniform Statewide Payroll/Personnel System (USPS) and the Centralized Accounting and Payroll/Personnel System (CAPPS). If you have questions, contact the Statewide Systems Operations and Payroll Policy help desk at (512) 463-4008. You may also contact your agency's Statewide Systems Operations and Payroll Policy representative or CAPPS Level One Help representative. Authorized CAPPS Level One representatives may contact the CAPPS Help Desk at (512) 463-CAPPS (2277).

Fiscal Year-End Codes

- 001** Legislative increase or decrease for line-item exempt employees.
- FXX** Fiscal year conversion record.

Legislative Reallocation Codes – Effective Date must be September

- 002** Reallocation to a higher or lower minimum salary group. No change unless below minimum or above the maximum of the new group.
- 003** Reallocation to a higher minimum salary group with an increase of not more than 6.8 percent on Schedule A or B.

September Reclassification Codes – Effective Date must be Sept. 1

Note: The following reason codes are not to be used during FY 2018-2019

- 008** Reclassification to a classified position from a line-item exempt/unclassified position through legislative action.
- 009** Reclassification to a line-item exempt/unclassified position from a classified position.

Employee Acquisition Codes

- 010** Newly hired or rehired after a break in state service.
- 012** Interagency transfer in.
- LEG** Interagency transfer in – legislatively mandated transfer.

Intra-Agency Multiple Employment Codes

- 032** Intra-agency multiple employment start – for classified and line-item exempt or unclassified employees.
- 033** Intra-agency multiple employment stop – for classified and line-item exempt or unclassified employees.

SSN Change Code

- 037** SSN change – for classified and line-item exempt or unclassified employees.

Employee Information Change Codes

- 038** Update employee descriptive data. No change in salary rate.
- 041** Move to a temporary assignment. Classified employee may move to a salary group with the same or higher minimum salary, with or without a salary increase. Line-item exempt must remain line-item exempt and unclassified must remain unclassified.
- 042** Return from a temporary assignment to former classification and salary rate.
- 043** Leave without pay (LWOP) status change for all employee types.
- 050** Hourly position moving to a salaried position or vice versa. No change in salary rate.

Employee Termination Codes for State and Legislative Agencies

- 057** Resignation in lieu of involuntary separation.
- 060** Voluntary separation from agency.
- 063** Termination at will.
- 064** Reduction in force.
- 065** Transfer to a different state agency or institution of higher education with no break in service.
- 067** Dismissal for cause.
- 068** Retirement.
- 069** Death.

Other Codes

- 070** HRIS entitlement maintenance for all employee types.
- 099** Conversion to HRIS, SPRS, or USPS for all agency and employee types.

Salary Action Codes

- 020** Promotion of classified employee to a higher minimum salary group with an increase of at least \$30 on Schedule A or at least 3.4 percent on Schedule B.
- 021** Demotion of classified employee to a lower minimum salary group with a decrease of at least \$30 on Schedule A or at least 3.4 percent on Schedule B.
- 023** Change of classified employee to a lower minimum salary group, in lieu of reduction in force. Salary may decrease or remain the same within the range.
- A23** Change of classified employee to a lower minimum salary group, for which the employee has applied and been selected. Salary may increase, decrease or remain the same within the range.
- 025** Merit increase for classified employees on salary schedules A and B only. A minimum increase of at least \$30 on Schedule A, no maximum increase on Schedule A or B. Salary may not exceed the maximum in the range.
- 027** Salary rate reduction for disciplinary reasons for classified employee.
- 028** Salary rate restored when employee's performance improves.
- 029** Salary, classification code, or work hour change for line-item exempt/unclassified position.
- 030** Status change for an employee moving from a line-item exempt/unclassified position to a classified position. No change in salary unless above the maximum on Schedule A or B.
- 031** Status change for employee moving from a classified position to a line-item exempt/unclassified position.
- 034** Salary adjustment upward for certain classified employees. Only applies to TDCJ, TJJJ and OAG (requires GAA authority).
- 035** One time merit payment for classified employees.
- 036** Performance reward for classified employees of eligible agencies.
- 039** Emergency one time merit for work performed during a natural disaster or other extraordinary circumstance.
- 040** Equity Adjustment for classified employees. Salary must increase within the same pay group and job classification.
- 046** Lateral move to a different job class in the same minimum salary group. Salary may increase up to 3.4 percent, decrease, or remain the same.
- 047** Governor's not-to-exceed increase for line-item exempt employees.
- 048** Language interpreter services pay (requires GAA authority).
- 049** Step-level adjustment upward for Schedule C to record an increase in pay or a higher step for length of service.

Monthly Reclassification Codes

- 022** Reclassification to a higher minimum salary group. No change in salary unless below minimum.
- 024** Reclassification to a higher minimum salary group with an increase of not more than 6.8 percent on Schedule A or B.
- 026** Reclassification to a class in a group with the same minimum salary. No change in salary.
- 044** Reclassification to a lower minimum salary group. No change in salary unless above the maximum.

Classification Salary Schedules for Fiscal Year 2018-2019

Salary Schedule A

Pay Group		Min Sal	Max Sal
A4	Annual	18,893.00	27,525.00
	Monthly	1,574.41	2,293.75
	Hourly	9.08317	13.23317
A5	Annual	19,777.00	28,840.00
	Monthly	1,648.08	2,403.33
	Hourly	9.50817	13.86538
A6	Annual	20,706.00	30,221.00
	Monthly	1,725.50	2,518.41
	Hourly	9.95481	14.52933
A7	Annual	21,681.00	31,677.00
	Monthly	1,806.75	2,639.75
	Hourly	10.42356	15.22933
A8	Annual	22,705.00	33,229.00
	Monthly	1,892.08	2,769.08
	Hourly	10.91587	15.97548
A9	Annual	23,781.00	34,859.00
	Monthly	1,981.75	2,904.91
	Hourly	11.43317	16.75913

Pay Group		Min Sal	Max Sal
A10	Annual	24,910.00	36,571.00
	Monthly	2,075.83	3,047.58
	Hourly	11.97596	17.58221
A11	Annual	26,332.00	41,355.00
	Monthly	2,194.33	3,446.25
	Hourly	12.65962	19.88221
A12	Annual	27,840.00	43,798.00
	Monthly	2,320.00	3,649.83
	Hourly	13.38462	21.05673
A13	Annual	29,439.00	46,388.00
	Monthly	2,453.25	3,865.66
	Hourly	14.15337	22.30192
A14	Annual	31,144.00	49,134.00
	Monthly	2,595.33	4,094.50
	Hourly	14.97308	23.62212

Pay Group		Min Sal	Max Sal
A15	Annual	32,976.00	52,045.00
	Monthly	2,748.00	4,337.08
	Hourly	15.85385	25.02163
A16	Annual	34,918.00	55,130.00
	Monthly	2,909.83	4,594.16
	Hourly	16.78750	26.50481
A17	Annual	36,976.00	58,399.00
	Monthly	3,081.33	4,866.58
	Hourly	17.77692	28.07644
A18	Annual	39,521.00	64,449.00
	Monthly	3,293.41	5,370.75
	Hourly	19.00048	30.98510
A19	Annual	42,244.00	68,960.00
	Monthly	3,520.33	5,746.66
	Hourly	20.30962	33.15385
A20	Annual	45,158.00	73,788.00
	Monthly	3,763.16	6,149.00
	Hourly	21.71058	35.47500

Salary Schedule B

Pay Group		Min Sal	Max Sal
B10	Annual	24,910.00	36,571.00
	Monthly	2,075.83	3,047.58
	Hourly	11.97596	17.58221
B11	Annual	26,332.00	41,355.00
	Monthly	2,194.33	3,446.25
	Hourly	12.65962	19.88221
B12	Annual	27,840.00	43,798.00
	Monthly	2,320.00	3,649.83
	Hourly	13.38462	21.05673
B13	Annual	29,439.00	46,388.00
	Monthly	2,453.25	3,865.66
	Hourly	14.15337	22.30192
B14	Annual	31,144.00	49,134.00
	Monthly	2,595.33	4,094.50
	Hourly	14.97308	23.62212
B15	Annual	32,976.00	52,045.00
	Monthly	2,748.00	4,337.08
	Hourly	15.85385	25.02163
B16	Annual	34,918.00	55,130.00
	Monthly	2,909.83	4,594.16
	Hourly	16.78750	26.50481
B17	Annual	36,976.00	58,399.00
	Monthly	3,081.33	4,866.58
	Hourly	17.77692	28.07644
B18	Annual	39,521.00	64,449.00
	Monthly	3,293.41	5,370.75
	Hourly	19.00048	30.98510

Pay Group		Min Sal	Max Sal
B19	Annual	42,244.00	68,960.00
	Monthly	3,520.33	5,746.66
	Hourly	20.30962	33.15385
B20	Annual	45,158.00	73,788.00
	Monthly	3,763.16	6,149.00
	Hourly	21.71058	35.47500
B21	Annual	48,278.00	78,953.00
	Monthly	4,023.16	6,579.41
	Hourly	23.21058	37.95817
B22	Annual	51,614.00	84,479.00
	Monthly	4,301.16	7,039.91
	Hourly	24.81442	40.61490
B23	Annual	55,184.00	90,393.00
	Monthly	4,598.66	7,532.75
	Hourly	26.53077	43.45817
B24	Annual	59,004.00	96,720.00
	Monthly	4,917.00	8,060.00
	Hourly	28.36731	46.50000
B25	Annual	63,104.00	103,491.00
	Monthly	5,258.66	8,624.25
	Hourly	30.33846	49.75529
B26	Annual	69,415.00	117,397.00
	Monthly	5,784.58	9,783.08
	Hourly	33.37260	56.44087

Pay Group		Min Sal	Max Sal
B27	Annual	76,356.00	129,137.00
	Monthly	6,363.00	10,761.41
	Hourly	36.70962	62.08510
B28	Annual	83,991.00	142,052.00
	Monthly	6,999.25	11,837.66
	Hourly	40.38029	68.29423
B29	Annual	92,390.00	156,256.00
	Monthly	7,699.16	13,021.33
	Hourly	44.41827	75.12308
B30	Annual	101,630.00	171,881.00
	Monthly	8,469.16	14,323.41
	Hourly	48.86058	82.63510
B31	Annual	111,793.00	189,069.00
	Monthly	9,316.08	15,755.75
	Hourly	53.74663	90.89856
B32	Annual	122,972.00	207,977.00
	Monthly	10,247.66	17,331.41
	Hourly	59.12115	99.98894
B33	Annual	135,269.00	228,775.00
	Monthly	11,272.41	19,064.58
	Hourly	65.03317	109.98798
B34	Annual	148,796.00	251,652.00
	Monthly	12,399.66	20,971.00
	Hourly	71.53654	120.98654
B35	Annual	163,676.00	276,817.00
	Monthly	13,639.66	23,068.08
	Hourly	78.69038	133.08510

Salary Schedule C

Pay Group		Years of Service					
		< 4	≥ 4	≥ 8	≥ 12	≥ 16	≥ 20
C1	Annual	40,350.00					
	Monthly	3,362.50					
C2	Annual	44,082.00					
	Monthly	3,673.50					
C3	Annual	53,242.00	64,919.00	69,541.00	72,613.00	75,968.00	79,323.00
	Monthly	4,436.83	5,409.91	5,795.08	6,051.08	6,330.66	6,610.25
C4	Annual	53,242.00	64,919.00	69,541.00	72,613.00	75,968.00	79,323.00
	Monthly	4,436.83	5,409.91	5,795.08	6,051.08	6,330.66	6,610.25
C5	Annual	53,242.00	64,919.00	69,541.00	72,613.00	75,968.00	79,323.00
	Monthly	4,436.83	5,409.91	5,795.08	6,051.08	6,330.66	6,610.25
C6	Annual	53,242.00	64,919.00	69,541.00	72,613.00	75,968.00	79,323.00
	Monthly	4,436.83	5,409.91	5,795.08	6,051.08	6,330.66	6,610.25
C7	Annual	53,242.00	64,919.00	69,541.00	72,613.00	75,968.00	79,323.00
	Monthly	4,436.83	5,409.91	5,795.08	6,051.08	6,330.66	6,610.25
C8	Annual	53,242.00	64,919.00	69,541.00	72,613.00	75,968.00	79,323.00
	Monthly	4,436.83	5,409.91	5,795.08	6,051.08	6,330.66	6,610.25