



Reason Codes Quick Reference for State Agencies

This document reflects additions and changes to state salary administration provisions made by the 88th Legislature. See fiscal policy and procedure [Reason Code Definitions, Restrictions and Salary Schedules for State Agencies \(FPP R.022\)](#) for more information. Detailed descriptions and definitions of the reason codes listed here are available on FMX at <https://fmx.cpa.texas.gov/fmx/payper/salsched/index.php>. Agencies use this information to determine the proper method to report salary administration actions. Refer to it when reporting information to the Standardized Payroll/Personnel Reporting System (SPRS) or entering data in the Centralized Accounting and Payroll/Personnel System (CAPPS). For SPRS or HRIS questions, contact the HR/Payroll Agency Services help desk at (512) 463-4008. You may also contact your assigned HR/Payroll Agency Services representative or CAPPS level one help representative. Authorized CAPPS level one representatives may contact the CAPPS help desk at (512) 463-2277.

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 Sept. 1

- 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: Neither of these reason codes applies for the fiscal 2024–25 biennium.

- 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.

Social Security Number (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. New salary must be less than or equal to old salary, unless below minimum of new group.
A line-item exempt position cannot move to a classified position requiring a salary increase.
- 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 and TJJD (requires GAA authority).
- 035** One-time merit payment for classified employees.
- 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.
- A46** Lateral move to the same job classification within an agency as a result of applying for the position. Salary must change.
- 047** Governor's not-to-exceed increase for line-item exempt employees.
- 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 • Fiscal 2024

Salary Schedule A

Pay Group		Min. Sal.	Max. Sal.
A4	Annual	21,893.00	30,525.00
	Monthly	1,824.41	2,543.75
	Hourly	10.52548	14.67548
A5	Annual	22,777.00	31,840.00
	Monthly	1,898.08	2,653.33
	Hourly	10.95048	15.30769
A6	Annual	23,706.00	33,221.00
	Monthly	1,975.50	2,768.41
	Hourly	11.39712	15.97163
A7	Annual	24,681.00	34,677.00
	Monthly	2,056.75	2,889.75
	Hourly	11.86587	16.67163
A8	Annual	25,705.00	36,229.00
	Monthly	2,142.08	3,019.08
	Hourly	12.35817	17.41779
A9	Annual	26,781.00	37,859.00
	Monthly	2,231.75	3,154.91
	Hourly	12.87548	18.20144

Pay Group		Min. Sal.	Max. Sal.
A10	Annual	27,910.00	39,571.00
	Monthly	2,325.83	3,297.58
	Hourly	13.41827	19.02452
A11	Annual	29,332.00	44,355.00
	Monthly	2,444.33	3,696.25
	Hourly	14.10192	21.32452
A12	Annual	30,840.00	46,798.00
	Monthly	2,570.00	3,899.83
	Hourly	14.82692	22.49904
A13	Annual	32,439.00	49,388.00
	Monthly	2,703.25	4,115.66
	Hourly	15.59567	23.74423
A14	Annual	34,144.00	52,134.00
	Monthly	2,845.33	4,344.50
	Hourly	16.41538	25.06442
A15	Annual	35,976.00	55,045.00
	Monthly	2,998.00	4,587.08
	Hourly	17.29615	26.46394

Pay Group		Min. Sal.	Max. Sal.
A16	Annual	37,918.00	58,130.00
	Monthly	3,159.83	4,844.16
	Hourly	18.22981	27.94712
A17	Annual	39,976.00	61,399.00
	Monthly	3,331.33	5,116.58
	Hourly	19.21923	29.51875
A18	Annual	42,521.00	67,671.00
	Monthly	3,543.41	5,639.25
	Hourly	20.44279	32.53413
A19	Annual	45,244.00	72,408.00
	Monthly	3,770.33	6,034.00
	Hourly	21.75192	34.81154
A20	Annual	48,158.00	77,477.00
	Monthly	4,013.16	6,456.41
	Hourly	23.15288	37.24856
A21	Annual	51,278.00	82,901.00
	Monthly	4,273.16	6,908.41
	Hourly	24.65288	39.85625
A22	Annual	54,614.00	88,703.00
	Monthly	4,551.16	7,391.91
	Hourly	26.25673	42.64567

Salary Schedule B

Pay Group		Min. Sal.	Max. Sal.
B10	Annual	27,910.00	39,571.00
	Monthly	2,325.83	3,297.58
	Hourly	13.41827	19.02452
B11	Annual	29,332.00	44,355.00
	Monthly	2,444.33	3,696.25
	Hourly	14.10192	21.32452
B12	Annual	30,840.00	46,798.00
	Monthly	2,570.00	3,899.83
	Hourly	14.82692	22.49904
B13	Annual	32,439.00	49,388.00
	Monthly	2,703.25	4,115.66
	Hourly	15.59567	23.74423
B14	Annual	34,144.00	52,134.00
	Monthly	2,845.33	4,344.50
	Hourly	16.41538	25.06442
B15	Annual	35,976.00	55,045.00
	Monthly	2,998.00	4,587.08
	Hourly	17.29615	26.46394
B16	Annual	37,918.00	58,130.00
	Monthly	3,159.83	4,844.16
	Hourly	18.22981	27.94712
B17	Annual	39,976.00	61,399.00
	Monthly	3,331.33	5,116.58
	Hourly	19.21923	29.51875
B18	Annual	42,521.00	67,671.00
	Monthly	3,543.41	5,639.25
	Hourly	20.44279	32.53413

Pay Group		Min. Sal.	Max. Sal.
B19	Annual	45,244.00	72,408.00
	Monthly	3,770.33	6,034.00
	Hourly	21.75192	34.81154
B20	Annual	48,158.00	77,477.00
	Monthly	4,013.16	6,456.41
	Hourly	23.15288	37.24856
B21	Annual	51,278.00	82,901.00
	Monthly	4,273.16	6,908.41
	Hourly	24.65288	39.85625
B22	Annual	54,614.00	88,703.00
	Monthly	4,551.16	7,391.91
	Hourly	26.25673	42.64567
B23	Annual	58,184.00	94,913.00
	Monthly	4,848.66	7,909.41
	Hourly	27.97308	45.63125
B24	Annual	62,004.00	101,556.00
	Monthly	5,167.00	8,463.00
	Hourly	29.80962	48.82500
B25	Annual	66,259.00	108,666.00
	Monthly	5,521.58	9,055.50
	Hourly	31.85529	52.24327
B26	Annual	72,886.00	123,267.00
	Monthly	6,073.83	10,272.25
	Hourly	35.04135	59.26298
B27	Annual	80,174.00	135,594.00
	Monthly	6,681.16	11,299.50
	Hourly	38.54519	65.18942

Pay Group		Min. Sal.	Max. Sal.
B28	Annual	88,191.00	149,155.00
	Monthly	7,349.25	12,429.58
	Hourly	42.39952	71.70913
B29	Annual	97,010.00	164,069.00
	Monthly	8,084.16	13,672.41
	Hourly	46.63942	78.87933
B30	Annual	106,712.00	180,475.00
	Monthly	8,892.66	15,039.58
	Hourly	51.30385	86.76683
B31	Annual	117,383.00	198,522.00
	Monthly	9,781.91	16,543.50
	Hourly	56.43413	95.44327
B32	Annual	129,121.00	218,376.00
	Monthly	10,760.08	18,198.00
	Hourly	62.07740	104.98846
B33	Annual	142,032.00	240,214.00
	Monthly	11,836.00	20,017.83
	Hourly	68.28462	115.48750
B34	Annual	156,236.00	264,235.00
	Monthly	13,019.66	22,019.58
	Hourly	75.11346	127.03606
B35	Annual	171,860.00	290,658.00
	Monthly	14,321.66	24,221.50
	Hourly	82.62500	139.73942
B36	Annual	189,046.00	319,724.00
	Monthly	15,753.83	26,643.66
	Hourly	90.88750	153.71346

Salary Schedule C

Pay Group		Years of Service					
		< 4	≥ 4	≥ 8	≥ 12	≥ 16	≥ 20
C1	Annual	48,255.00					
	Monthly	4,021.25					
	Hourly	23.19952					
C2	Annual	52,441.00					
	Monthly	4,370.08					
	Hourly	25.21202					
C3	Annual	62,715.00	76,452.00	81,895.00	85,513.00	89,464.00	93,414.00
	Monthly	5,226.25	6,371.00	6,824.58	7,126.08	7,455.33	7,784.50
	Hourly	30.15144	36.75577	39.37260	41.11202	43.01154	44.91058
C4	Annual		85,696.00	91,504.00	95,254.00	99,461.00	101,941.00
	Monthly		7,141.33	7,625.33	7,937.83	8,288.41	8,495.08
	Hourly		41.20000	43.99231	45.79519	47.81779	49.01010
C5	Annual		97,306.00	103,579.00	107,560.00	112,133.00	114,948.00
	Monthly		8,108.83	8,631.58	8,963.33	9,344.41	9,579.00
	Hourly		46.78173	49.79760	51.71154	53.91010	55.26346
C6	Annual		121,221.00	125,343.00	127,874.00	130,417.00	131,982.00
	Monthly		10,101.75	10,445.25	10,656.16	10,868.08	10,998.50
	Hourly		58.27933	60.26106	61.47788	62.70048	63.45288
C7	Annual		126,033.00	127,048.00	129,399.00	131,912.00	134,424.00
	Monthly		10,502.75	10,587.33	10,783.25	10,992.66	11,202.00
	Hourly		60.59279	61.08077	62.21106	63.41923	64.62692
C8	Annual		142,608.00	142,701.00	142,758.00	142,758.00	142,758.00
	Monthly		11,884.00	11,891.75	11,896.50	11,896.50	11,896.50
	Hourly		68.56154	68.60625	68.63365	68.63365	68.63365

Classification Salary Schedules • Fiscal 2025

Salary Schedule A

Pay Group		Min. Sal.	Max. Sal.
A4	Annual	24,893.00	33,525.00
	Monthly	2,074.41	2,793.75
	Hourly	11.96779	16.11779
A5	Annual	25,777.00	34,840.00
	Monthly	2,148.08	2,903.33
	Hourly	12.39279	16.75000
A6	Annual	26,706.00	36,221.00
	Monthly	2,225.50	3,018.41
	Hourly	12.83942	17.41394
A7	Annual	27,681.00	37,677.00
	Monthly	2,306.75	3,139.75
	Hourly	13.30817	18.11394
A8	Annual	28,705.00	39,229.00
	Monthly	2,392.08	3,269.08
	Hourly	13.80048	18.86010
A9	Annual	29,781.00	40,859.00
	Monthly	2,481.75	3,404.91
	Hourly	14.31779	19.64375

Pay Group		Min. Sal.	Max. Sal.
A10	Annual	30,910.00	42,571.00
	Monthly	2,575.83	3,547.58
	Hourly	14.86058	20.46683
A11	Annual	32,332.00	47,355.00
	Monthly	2,694.33	3,946.25
	Hourly	15.54423	22.76683
A12	Annual	33,840.00	49,798.00
	Monthly	2,820.00	4,149.83
	Hourly	16.26923	23.94135
A13	Annual	35,439.00	52,388.00
	Monthly	2,953.25	4,365.66
	Hourly	17.03798	25.18654
A14	Annual	37,144.00	55,134.00
	Monthly	3,095.33	4,594.50
	Hourly	17.85769	26.50673
A15	Annual	38,976.00	58,045.00
	Monthly	3,248.00	4,837.08
	Hourly	18.73846	27.90625

Pay Group		Min. Sal.	Max. Sal.
A16	Annual	40,918.00	61,130.00
	Monthly	3,409.83	5,094.16
	Hourly	19.67212	29.38942
A17	Annual	42,976.00	64,468.95
	Monthly	3,581.33	5,372.41
	Hourly	20.66154	30.99471
A18	Annual	45,521.00	71,054.00
	Monthly	3,793.41	5,921.16
	Hourly	21.88510	34.16058
A19	Annual	48,244.00	76,028.00
	Monthly	4,020.33	6,335.66
	Hourly	23.19423	36.55192
A20	Annual	51,158.00	81,350.00
	Monthly	4,263.16	6,779.16
	Hourly	24.59519	39.11058
A21	Annual	54,278.00	87,045.00
	Monthly	4,523.16	7,253.75
	Hourly	26.09519	41.84856
A22	Annual	57,614.00	93,138.00
	Monthly	4,801.16	7,761.50
	Hourly	27.69904	44.77788

Salary Schedule B

Pay Group		Min. Sal.	Max. Sal.
B10	Annual	30,910.00	42,571.00
	Monthly	2,575.83	3,547.58
	Hourly	14.86058	20.46683
B11	Annual	32,332.00	47,355.00
	Monthly	2,694.33	3,946.25
	Hourly	15.54423	22.76683
B12	Annual	33,840.00	49,798.00
	Monthly	2,820.00	4,149.83
	Hourly	16.26923	23.94135
B13	Annual	35,439.00	52,388.00
	Monthly	2,953.25	4,365.66
	Hourly	17.03798	25.18654
B14	Annual	37,144.00	55,134.00
	Monthly	3,095.33	4,594.50
	Hourly	17.85769	26.50673
B15	Annual	38,976.00	58,045.00
	Monthly	3,248.00	4,837.08
	Hourly	18.73846	27.90625
B16	Annual	40,918.00	61,130.00
	Monthly	3,409.83	5,094.16
	Hourly	19.67212	29.38942
B17	Annual	42,976.00	64,469.00
	Monthly	3,581.33	5,372.41
	Hourly	20.66154	30.99471
B18	Annual	45,521.00	71,055.00
	Monthly	3,793.41	5,921.25
	Hourly	21.88510	34.16106

Pay Group		Min. Sal.	Max. Sal.
B19	Annual	48,244.00	76,028.00
	Monthly	4,020.33	6,335.66
	Hourly	23.19423	36.55192
B20	Annual	51,158.00	81,351.00
	Monthly	4,263.16	6,779.25
	Hourly	24.59519	39.11106
B21	Annual	54,278.00	87,046.00
	Monthly	4,523.16	7,253.83
	Hourly	26.09519	41.84904
B22	Annual	57,614.00	93,138.00
	Monthly	4,801.16	7,761.50
	Hourly	27.69904	44.77788
B23	Annual	61,184.00	99,658.00
	Monthly	5,098.66	8,304.83
	Hourly	29.41538	47.91250
B24	Annual	65,104.00	106,634.00
	Monthly	5,425.33	8,886.16
	Hourly	31.30000	51.26635
B25	Annual	69,572.00	114,099.00
	Monthly	5,797.66	9,508.25
	Hourly	33.44808	54.85529
B26	Annual	76,530.00	129,430.00
	Monthly	6,377.50	10,785.83
	Hourly	36.79327	62.22596
B27	Annual	84,182.00	142,374.00
	Monthly	7,015.16	11,864.50
	Hourly	40.47212	68.44904

Pay Group		Min. Sal.	Max. Sal.
B28	Annual	92,600.00	156,612.00
	Monthly	7,716.66	13,051.00
	Hourly	44.51923	75.29423
B29	Annual	101,860.00	172,272.00
	Monthly	8,488.33	14,356.00
	Hourly	48.97115	82.82308
B30	Annual	112,047.00	189,499.00
	Monthly	9,337.25	15,791.58
	Hourly	53.86875	91.10529
B31	Annual	123,252.00	208,449.00
	Monthly	10,271.00	17,370.75
	Hourly	59.25577	100.21587
B32	Annual	135,577.00	229,295.00
	Monthly	11,298.08	19,107.91
	Hourly	65.18125	110.23798
B33	Annual	149,134.00	252,224.00
	Monthly	12,427.83	21,018.66
	Hourly	71.69904	121.26154
B34	Annual	164,048.00	277,446.00
	Monthly	13,670.66	23,120.50
	Hourly	78.86923	133.38750
B35	Annual	180,453.00	305,191.00
	Monthly	15,037.75	25,432.58
	Hourly	86.75625	146.72644
B36	Annual	198,499.00	335,710.00
	Monthly	16,541.58	27,975.83
	Hourly	95.43221	161.39904

Salary Schedule C

Pay Group		Years of Service					
		< 4	≥ 4	≥ 8	≥ 12	≥ 16	≥ 20
C1	Annual	51,255.00					
	Monthly	4,271.25					
	Hourly	24.64183					
C2	Annual	55,441.00					
	Monthly	4,620.08					
	Hourly	26.65433					
C3	Annual	65,851.00	80,274.00	85,989.00	89,789.00	93,937.00	98,085.00
	Monthly	5,487.58	6,689.50	7,165.75	7,482.41	7,828.08	8,173.75
	Hourly	31.65913	38.59327	41.34087	43.16779	45.16202	47.15625
C4	Annual		89,981.00	96,080.00	100,017.00	104,434.00	107,038.00
	Monthly		7,498.41	8,006.66	8,334.75	8,702.83	8,919.83
	Hourly		43.26010	46.19231	48.08510	50.20865	51.46058
C5	Annual		102,171.00	108,758.00	112,938.00	117,739.00	120,695.00
	Monthly		8,514.25	9,063.16	9,411.50	9,811.58	10,057.91
	Hourly		49.12067	52.28750	54.29712	56.60529	58.02644
C6	Annual		127,283.00	131,610.00	134,268.00	136,938.00	138,581.00
	Monthly		10,606.91	10,967.50	11,189.00	11,411.50	11,548.41
	Hourly		61.19375	63.27404	64.55192	65.83558	66.62548
C7	Annual		132,334.00	133,400.00	135,869.00	138,507.00	141,145.00
	Monthly		11,027.83	11,116.66	11,322.41	11,542.25	11,762.08
	Hourly		63.62212	64.13462	65.32163	66.58990	67.85817
C8	Annual		149,738.00	149,836.00	149,896.00	149,896.00	149,896.00
	Monthly		12,478.16	12,486.33	12,491.33	12,491.33	12,491.33
	Hourly		71.98942	72.03654	72.06538	72.06538	72.06538