



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

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

Pay Group		Min. Sal.	Max. Sal.
A16	Annual	37,918.00	58,130.00
	Monthly Hourly	3,159.83 18.22981	4,844.16 27.94712
A17	Annual	39,976.00	61,399.00
	Monthly Hourly	3,331.33 19.21923	5,116.58 29.51875
A18	Annual	42,521.00	67,671.00
	Monthly Hourly	3,543.41 20.44279	5,639.25 32.53413
A19	Annual	45,244.00	72,408.00
	Monthly Hourly	3,770.33 21.75192	6,034.00 34.81154
A20	Annual	48,158.00	77,477.00
	Monthly Hourly	4,013.16 23.15288	6,456.41 37.24856
A21	Annual	51,270.00	82,901.00
	Monthly Hourly	4,273.16 24.65288	6,908.41 39.85625
A22	Annual	54,614.00	88,703.00
	Monthly Hourly	4,551.16 26.25673	7,391.91 42.64567

Salary Schedule B

Pay Group		Min. Sal.	Max. Sal.
B10	Annual	27,910.00	39,571.00
	Monthly Hourly	2,325.83 13.41827	3,297.58 19.02452
B11	Annual	29,332.00	44,355.00
	Monthly Hourly	2,444.33 14.10192	3,696.25 21.32452
B12	Annual	30,840.00	46,798.00
	Monthly Hourly	2,570.00 14.82692	3,899.83 22.49904
B13	Annual	32,439.00	49,388.00
	Monthly Hourly	2,703.25 15.59567	4,115.66 23.74423
B14	Annual	34,144.00	52,134.00
	Monthly Hourly	2,845.33 16.41538	4,344.50 25.06442
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B19	Annual	45,244.00	72,408.00
	Monthly Hourly	3,770.33 21.75192	6,034.00 34.81154
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	Monthly Hourly	4,013.16 23.15288	6,456.41 37.24856
B21	Annual	51,278.00	82,901.00
	Monthly Hourly	4,273.16 24.65288	6,908.41 39.85625
B22	Annual	54,614.00	88,703.00
	Monthly Hourly	4,551.16 26.25673	7,391.91 42.64567
B23	Annual	58,184.00	94,913.00
	Monthly Hourly	4,848.66 27.97308	7,909.41 45.63125
B24	Annual	62,004.00	101,556.00
	Monthly Hourly	5,167.00 29.80962	8,463.00 48.82500
B25	Annual	66,259.00	108,666.00
	Monthly Hourly	5,521.58 31.85529	9,055.50 52.24327
B26	Annual	72,886.00	123,267.00
	Monthly Hourly	6,073.83 35.04135	10,272.25 59.26298
B27	Annual	80,174.00	135,594.00
	Monthly Hourly	6,681.16 38.54519	11,299.50 65.18942

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

Salary Schedule C

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

