

MISSISSIPPI STATE UNIVERSITY
Salary Guidelines for the FY2025 Operating Budget
~ April 26, 2024 ~

The following guidelines have been established by the offices of Human Resources Management and the Controller and Treasurer after consulting with the President, Executive Vice President, and others.

1. **Performance Based Merit Increases** - We are uncertain if raise funds will be available for the FY 2025 budget. Therefore, no raises will be allowed during the compilation of the FY 2025 operating budget at this time. The *"Raises"* field in the Budget System has been disabled. If it is later determined that raise funds are available, additional notifications and instructions will be sent.
2. **Educational achievement** for degree attainment for staff must be funded internally by the appropriate department and be in an academic discipline that is relevant and related to the employee's current position and should enhance the employee's ability to perform the duties of that position. Salary adjustment amounts for the University's Educational Achievement Program are available on the HRM web site at <https://www.hrm.msstate.edu/managers/compensation/staff-pay-policies-practices/educational-achievement>. Amount must be entered by departments into the *"Education Achievements"* field in the Budget System.

In addition, the following support documentation must be submitted to the Department of Human Resources Management no later than July 1, 2024:

- Educational Achievement Request Form signed by the employee's supervisor through the employee's chain of command. The final signature must be the Vice President or Athletic Director.
- Official transcript or certification documentation indicating the date and type of certification.

Employment Action Forms should only be sent to HRM in the event that the increase was not entered in the Budget System.

3. **Approved promotions** for Faculty, Extension Associates, Research Associates, and Extension Agents should be entered by departments into the *"Promotions"* field in the Budget System. The Budget office will update titles per the promotion list prior to input by the departments. These should include only those promotions that are effective July 1. An EAF is required for promotions effective after July 1.
4. **Compensation adjustments** with an effective date **before July 1, 2024**, that have been approved in accordance with the Staff Compensation Program Policy (HRM 60-323) should be entered in the *"Interim Changes"* field in the Budget System.
5. **Compensation adjustments** with an effective date **on July 1, 2024**, that have been approved in accordance with the Staff Compensation Program Policy (HRM 60-323) should be entered in the *"Reclassifications"* field in the Budget System.
6. In instances requiring a change in funding distributions for an employee, information input into the *"Other"* field will be allowed but must not result in an overall increase in compensation for the employee.
7. Funding associated with vacant positions may not be moved to non-personnel expenditure categories.