

**MISSISSIPPI STATE UNIVERSITY**  
**Phase II Salary Guidelines for the FY2025 Operating Budget**

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 Vice President for Finance and Administration. These guidelines are being provided to support the process of providing performance based, merit increases to Mississippi State University benefits eligible, faculty and staff not including the MSU Athletics Auxiliary.

**Performance Based Merit Increases** for benefits eligible faculty and staff are to be entered in the *“Raises”* field in the Budget System.

- **A raise pool equal to the greater of 2.5% or \$1,000 per employee (based on 100% FTE) will be centrally funded for On Campus (Fund 100000).** The raise pool(s) will be computed based on mid-year filled positions from the budget system (which includes reclassifications, educational achievements and faculty promotions entered during Phase 1 of this year’s budget cycle). For convenience, the computed average will be displayed on the totals report from the budget system.
- **Divisions may use other recurring internal funding sources** in addition to the 2.5% pool centrally provided.
- **Under most circumstances, FY 2025 merit increase expectations are:**
  - **MINIMUM: \$1,000 or 2.5% (whichever is higher)**
  - **MAXIMUM: 5.00%**
- **If there is existence of documented, unsatisfactory, employee performance,** supervisors of such employees may deviate from the minimum increase expectation above entirely or in part. In any instance that an employee’s increase falls below the \$1,000/2.5% minimum, or above the 5% maximum, written justification approved by the applicable Vice President will be required.
- **Any division anticipating average merit increases greater than 5%** should provide written justification to the Vice President for Finance and Administration prior to finalizing those changes in the system.

**Calendar of Events – FY2025 Budget Cycle – PHASE II**

- **Wednesday, June 5** – The Office of the Controller & Treasurer will provide Vice Presidents an electronic spreadsheet showing 2.5% merit allocations. Blue allocation sheets will be provided to the Vice Presidents for further distribution to the Deans/Departments.
- **Wednesday, June 5** – Departments begin entering salary adjustments.
- **Wednesday, June 12** – Justification letters due to the appropriate Vice President by 12:00 pm.
- **Thursday, June 13** – Blue allocation sheets due to Vice President’s office by 12:00 pm.
- **Tuesday, June 18** – All data changes and allocation sheets due from VPs to the Budget Office. **Budget System locked at 8:00 am.**