

## Salary Guidelines for the FY2018 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 others. They provide important information for developing the FY2018 operating budget.

1. We are uncertain if raise funds will be available for the FY 2018 budget. Therefore, no raises will be allowed during the compilation of the FY 2018 operating budget at this time. The *“Raise”* field in the Budget Module 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 in FY 2018 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 <http://www.hrm.msstate.edu/compensation/policies/educ/>. Amount must be entered by departments into the *“Educ Ach”* field of the Budget Module.

In addition, the following support documentation must be submitted to the Department of Human Resources Management no later than July 1, 2017:

- Supporting letter from the department/unit head approved by the Vice President or Athletic Director through the appropriate administrative channels, and
- 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 Module.**

3. **Approved promotions** for Faculty, Extension Associates, Research Associates, and Extension Agents should be entered by departments into the *“Approved Promotions”* field in the Budget Module. 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, 2017**, that have been approved in accordance with the Staff Compensation Program Policy (HRM 60-323) should be entered in the *“Interim Change”* field in the Budget Module.
5. **Compensation adjustments** with an effective date **on July 1, 2017**, that have been approved in accordance with the Staff Compensation Program Policy (HRM 60-323) should be entered in the *“Reclass”* field in the Budget Module.
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.