

**MISSISSIPPI STATE UNIVERSITY**  
**Salary Guidelines for the FY2024 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. These guidelines are being provided to support the process of providing a 2.0%, performance based, merit increase to Mississippi State University benefits eligible, faculty and staff.

**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% or \$1,000 per employee (based on 100% FTE) will be centrally funded for On Campus (Fund 100000). Divisions may use other internal sources of funds in addition to the 2.0% provided; however, we do not anticipate compensation adjustments exceeding 5% for a division as a whole. This average will be computed based on mid-year filled positions from the budget system. For your convenience, the computed average will be displayed on the totals report from the budget system.
- Merit increases are expected to range from \$1,000 (based on 100% FTE) to 5%.

MINIMUM: Merit increases should not be less than \$1,000 (based on 100% FTE) or 2% (whichever is greater).

MAXIMUM: Merit increases should not exceed 5%.

Increases that fall below the minimum or above the maximum will require written justification approved by the appropriate Vice President.

It is extremely important that the mid-year salary in the budget system is correct for every employee, so the computed raise averages will be correct, and the correct annual salary will be loaded into Banner for Fiscal Year 2023.

**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 and instructions 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 *“Education Achievements”* field in the Budget System.

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

**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.

**Compensation adjustments** with an effective date **before July 1**, 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.

**Compensation adjustments** with an effective date **on July 1**, 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.

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.

Funding associated with vacant positions may not be moved to non-personnel expenditure categories.