

MISSISSIPPI STATE UNIVERSITY
Phase II Salary Guidelines for the FY2026 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 if allowed by your auxiliary unit or separately appropriated unit.

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 1% or \$500 per employee (based on 100% FTE) will be centrally funded for On Campus (Fund 100000).** The raise pool will be computed based on filled positions from the FY2026 budget system (which includes reclassifications, educational achievements and faculty promotions recorded during Phase 1). 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 centrally provided raise pool.
- **Under most circumstances, FY 2026 merit increase expectations are:**
 - **MINIMUM: \$500 or 1% (whichever is higher)**
 - **MAXIMUM: 4%**
- Supervisors may deviate from the minimum increase expectation above entirely or in part. In any instance that an employee's increase falls below the \$500/1% minimum, or above the 4% maximum, written justification approved by the applicable Vice President will be required.
- Any division anticipating average merit increases greater than 1.50% should provide written justification to the Vice President for Finance and Administration prior to finalizing those changes in the system.

Calendar of Events – FY2026 Budget Cycle – PHASE II

- **Monday, June 9** – The Office of the Controller & Treasurer will provide Vice Presidents an electronic spreadsheet showing the centrally funded raise allocations. Blue allocation sheets will be provided to the Vice Presidents for further distribution to the Deans/Departments.
- **Monday, June 9** – Departments begin entering salary adjustments.
- **Friday, June 13** – Justification letters due to the appropriate Vice President by 12:00 pm.
- **Monday, June 16** – Blue allocation sheets due to Vice President's office by 12:00 pm.
- **Friday, June 20** – All data changes and allocation sheets due from VPs to the Budget Office.
Budget System will be locked at 8:00 am.