

MISSISSIPPI STATE UNIVERSITY
Salary Guidelines for the FY2027 Operating Budget
~ April 24, 2026~

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, General Counsel, and others. These guidelines are being provided to support the process of providing a merit-based salary increase to Mississippi State University benefits eligible faculty and staff employed prior to January 1, 2026. Auxiliaries may deviate from these guidelines at the discretion of the applicable Vice President or Director.

1. **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 has been established (based on 100% FTE) and will be centrally funded for On Campus (Fund 100000). The raise pool(s) will be computed from the budget system and based on eligible positions filled prior to January 1, 2026. For convenience, the computed average can be reviewed on the totals report that you print from the budget system.
 - General expectations are that a salary increase for an eligible employee will be between \$1,000 and 5%. However, supervisors have complete latitude to distribute salary increases based on an employee’s performance, and therefore in some circumstances individual increases will be outside the above range. In those circumstances, supervisors will be required to provide justification to the division’s vice president.
 - Cumulative salary increases within any unit/department/college, etc. may not exceed 3.0%. Likewise, cumulative salary increases may not exceed 3% for any one division.
 - Existing funding source distributions should be used for split-funded positions. No additional operational, designated, or other fund sources may be used.

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, 2026:

- 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 into 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, 2026**, 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, 2026**, 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.