




**MISSISSIPPI STATE**  
UNIVERSITY™

**Office of the Provost and Executive Vice President**

April 24, 2017

**TO:** Deans, Directors, and Department Heads  
**FROM:** Judith Bonner, Provost and Executive Vice President   
**RE:** FY 2017-2018 Budget Preparation and Guidelines for Academic Affairs

Enclosed are the FY 2017-2018 operating budget yellow worksheets, the Provost and Executive Vice President calendar for budget preparation, and the Controller's Salary Guidelines for the FY2018 Operating Budget. Your adjusted budget base for FY 2017-2018 should be last year's base and any permanent budget adjustments reflected in the top section of the yellow sheet. Below are our general guidelines to follow in developing your new FY 2017-2018 budgets and adjusting the budget module with your updated information:

**General Guidelines:**

- The **"Raise"** field has been **disabled in the Budget Module** since there are no merit increases/raises allowed at this time. If it is later determined that raise funds are available, additional notifications and instructions will be sent.
- **Permanent budget adjustments** that took place during FY 2016-2017 should be entered in the budget module in the **"Interim"** field.
- **Permanent budget adjustments** that will occur on or after July 1, 2017 (included as an increase or decrease in the lower half of the yellow sheet) should be entered in the **"Other"** field of the budget module.
- **Changes in salary lines** prior to July 1, 2017, should be entered in the **"Interim"** field of the budget module. **This includes the faculty compression increases that should have been entered in March. Funding for the faculty compression increases should be included at the top of the yellow sheet as a permanent budget adjustment.**
- **Faculty promotions** approved by the President should be entered in the **"Approved Promo"** field in budget module. Adjustment increments are: **\$5,000 from Assistant Professor to Associate Professor and \$7,500 from Associate Professor to Full Professor.** (A College spreadsheet is included for list of promotions). The Budget Office will make all title changes in the budget module, but you should enter the salary increment in the budget module.
- **Faculty workload distributions** should be updated in the budget module to reflect their current workload.
- **Redistributions of funding sources** should be entered in the **"Other"** field in the budget module, but must not result in an overall increase in compensation for the employee.
- **Educational achievements** should be entered in the **"ED Ach"** field in the budget module. A letter of support from the department/unit head must be submitted with the yellow budget sheets for approval by the Provost along with the official transcript. Each department is responsible for funding the salary increase. Refer to the Controller's Salary Guidelines for the FY2018 Operating Budget for more details. **See attached Educational Achievement Procedure for the appropriate increase amounts.**

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- **Compensation adjustments** with an effective date **before July 1, 2017**, approved in accordance with the Staff Compensation Program Policy (HRM 60-323) should be entered in the **"Interim"** field of the budget module. Attach a copy of the fully executed Compensation Classification Review form with your budget worksheets.
- **Compensation adjustments** with an effective date **on July 1, 2017**, should be entered in the **"Reclass"** field in the budget module. Attach a copy of the fully executed Compensation Classification Review form with your budget worksheets.
- **Salary dollars** should not be moved between employment categories (ex: faculty to staff, staff to faculty, graduate assistant to student worker, etc.) without prior approval by our office.
- **Salary dollars** cannot be transferred to operating lines but the reverse is allowed.
- **Reductions in salary pools** - current student, overtime or temporary wage pools will be allowed.
- Individual names for time-limited positions (ex: lecturers), visiting faculty, rehired retirees, and graduate assistant positions should not be entered in the budget module.
- **The supplemental attachment** form should be completed, when applicable, showing any reallocations between departments with only the NET CHANGE noted on the yellow sheet under **"Reallocations between Departments."**
- **Designated Funds budget worksheets** should be completed, printed, and submitted for review when employee salaries are paid from these funds – use the cover page provided for the appropriate signatures.
- **PLEASE SUBMIT FINAL PRINTOUTS OF YOUR BUDGET WORKSHEETS WITH THE YELLOW BUDGET SHEETS TO OUR OFFICE NO LATER THAN WEDNESDAY, MAY 10, 2017, AT 5:00 p.m. EARLY SUBMISSIONS WOULD BE APPRECIATED.**

Thank you for your assistance. If you have any questions or should you need additional information, please contact Dr. Julia Hodges, Diane Alexander or Susan Brooks.

C: Fiscal Affairs Business Managers