



THE UNIVERSITY of
MISSISSIPPI

Interoffice Memorandum

VICE CHANCELLOR FOR ADMINISTRATION AND FINANCE

University, MS 38677

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TO: Signatory Officers
FROM: Audrey Floyd, Director of Budget
DATE: April 5, 2024
SUBJECT: FY2025 Budget Instructions

The updated working copy of the FY2025 operating budget is available in SAP to authorized budget users.

- Guidelines for implementing any salary and wage changes approved for this budget cycle will be provided in a separate memo, "FY2025 Salary and Wage Guidelines." Please carefully read these guidelines before making any salary adjustments.
- The budgeted fringe benefit rate for FY2025 will remain unchanged at **36%**.
- Please review your operating category amounts and realign as necessary based on your anticipated expenses in the new fiscal year. *If temporary budget realignments were made during FY2024, permanent changes may be needed during the budget cycle.*

Faculty cost distributions should be adjusted to reflect percentages as approved on faculty activity reports to ensure research funds are budgeted appropriately in 1002* accounts. Budget users' authorization for the departmental research (1002*A) account will mirror authorization assigned to the instruction (1001*A) account.

Budgets must be updated, approved, and submitted through SAP by the deadline below. Any explanatory/supplemental information about your budget should be emailed to budget@olemiss.edu.

Authorization to access the SAP budget system is based on the information provided to the Budget Office for individuals who should "enter" and "approve" budgets. Your SAP User ID is required to access the SAP budget system.

Before making changes to your budget, please review the attached SAP Budget System User Guide. If you are a new employee or budget user and need assistance with the budget system, please email budget@olemiss.edu to set up an overview session.

- Need to reset your SAP password? Do so via myOleMiss (see attachment)
- Trouble with your SAP User ID or logging in? Send an email to sap@olemiss.edu and a support ticket will be opened
- Technical problems with SAP? Call the IT Helpdesk at x5222

INFORMATION FOR FUND 10 BUDGETS WITH FUNDING FROM CONTRACTS AND GRANTS

Prior to submitting your budget, be sure to check the end dates for contracts and grants set to fund salary or wage lines. New account numbers should be submitted for employees being paid from a contract or grant with an end date of July 15, 2024, or earlier.

If the end date is between July 16, 2024, and June 30, 2025, the existing account may still be used for budget preparation. An e-form 3 must be submitted to provide a new account number prior to the contract or grant end date.

FY2025 OPERATING BUDGET SCHEDULE

(Established based on due date to IHL)

Instructions Distributed	April 5 (Friday)
SAP Budget System Available	April 5 (Friday)
Budgets due to Provost/CFO/Chancellor	April 19 (Friday)