



MEMORANDUM NUMBER 30-2019-01

TO: Florida College System Reports Coordinators
FROM: Juan Mestre
DATE: July 5, 2018
SUBJECT: 2017-2018 Personnel Data Base Annual Submission of Salary and Benefits Information (T4E) – **Due Monday, August 6, 2018**

On Monday, July 9, 2018, the Community College and Technical Center Management Information Systems (CCTCMIS) staff will begin processing the 2017-2018 Annual Salary and Benefits data files (T4E) for the personnel database. To assist in preparing for this data submission, the server is open for running a .TEST file type.

Important dates are:

- .PROD files open on Monday, July 9, 2018.
- All files loaded no later than Monday, August 6, 2018
- Submission period ends on Monday, August 13, 2018
- Certification forms for this submission are due no later than Tuesday, August 14, 2018

The [Annual Salary and Fringe Benefits Data Submission Certification form](#) is available and should be submitted through TIBCO® using the specific file name listed within the instructions.

If you have any questions, please email CCTCMIS at:

Data Processing Manager
Personnel Database

Kimberly.Pippin@fldoe.org
Murray.Cooper@fldoe.org

JM/kp

Attachments

Annual Salary and Fringe Benefits (4E) Data Submission Calendar

Record Types 6-7

(Salary, Fringe Benefits)

July 9, 2018	Open date. Submission period begins.
August 6, 2018	Load/Due date. Colleges must load data no later than 5:00 p.m. Eastern.
August 7, 2018	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
August 13, 2018	Close date. Submission period ends. Annual Salary and Fringe Benefits data must be loaded no later than 5:00 p.m. Eastern.
August 14, 2018	Certification form due no later than 5 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
August 15, 2018	If certification has not been received, the college's President is notified by letter with a copy to the Reports Coordinator.
August 16, 2018 -	Data Verification Period. Data resubmission allowed only through a request August 27, 2018 signed by the College President.
August 28, 2018	Annual close. No data resubmission will be accepted.

Annual Salary and Fringe Benefits (4E) Verification Reports List

The following reports are generated for every successfully loaded data submission:

Exception Report	REXCPLST
College Aggregate Salary by Salary Type	RAGSLRY
College Aggregate Benefits by Benefit Type	RAGBNFT
Salary by Rank, Gender and Contract Status	RSALCON
Salary by Rank, Gender and Degree	RSALDEG
Salary by Gender, Academic Rank, and Race/Ethnicity	RSALRET
Salary by Gender, Degree, and Race /Ethnicity	RSALDET
Salary Ranges by Gender and Race/Ethnicity	RRNGETH
Salary Ranges by Gender and Academic Rank	RRNGRNK
Salary Ranges by Gender and Degree	RRNGDEG
Salary Ranges by Gender and Contract Status	RRNGCON
Total Salary and Headcounts by Occupational Activity	RSALOCC
Comparative Frequencies Report	COMPREQ