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MEMORANDUM 30-2021-12

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin

DATE: November 17, 2020

SUBJECT: 2019-20 Excess Hours Data Submission

DUE DATES: Data, Friday, December 11, 2020; Certification, Friday, December 18, 2020

The Bureau of Community College and Technical Center Management Information Systems (CCTCMIS) announces the collection of Excess Hours data for 2019-20 Associate in Arts graduates in preparation for state reporting. Submission instructions, field definitions record format and error criteria are attached.

A file containing the 2019-20 Associate in Arts graduates from your college will be sent to your institution's TIBCO® folder with the filename: **CCxx.EHR.EXCESHR1.T4E2020.txt** (where xx = college number).

Please submit the completed Excess Hours file by Friday, December 11, 2020, using the following file naming convention: **CCxx.EHR.EXCESHR2.T4E2020.PROD.txt** (where xx = college number).

Certification forms are available on the [CCTCMIS website](#) and should be submitted using the specified certification file name listed within the form no later than Friday, December 18, 2020.

If you have any questions, please email [Katie Mueller](#) and [Kimberly Pippin](#).

KP/km

Attachments

cc: Florida College System Executive Assistants to the Presidents
Florida College System Chief Information Officers