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MEMORANDUM 30-2021-14

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin

DATE: December 17, 2020

SUBJECT: Personnel Salary Data Collection

DUE DATE: February 12, 2021

Section 215.985, Florida Statutes, requires Florida College System institutions to make publically available salary information of its employees on the Florida Department of Management Services (DMS) managed website “Florida Has a Right to Know.” To satisfy this requirement, the department will collect and provide to DMS personnel salary data twice a year – once during the fall end-of-term data submission (T2E) window, as a separate submission, and once during the annual personnel database (T4E) submission window.

On Friday, January 8, 2021, the submission window will open for the collection of personnel salary data for T2E. To assist you in meeting data reporting requirements, please refer to the most recent version of the [personnel data dictionary](#) and the attached instructions.

All colleges must successfully submit and load personnel salary data by the end of processing on Friday, February 12, 2021. The submission window closes by the end of processing on Friday, March 12, 2021. The scheduled processing times are documented in the [Florida College System Data Submission Procedures](#).

Certification for this data submission is due Monday, March 15, 2021. The certification form is available on our [website](#). Submit the form using the specified certification file name defined within the form.

If you have any questions, please contact [Linda Wheatcraft-Smith](#) or [Kimberly Pippin](#).

KP/lws

Attachments

cc: Florida College Executive Assistant to the President
Florida College Chief Information Officer