FLORIDA DEPARTMENT OF EDUCATION
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Manny Diaz, Jr.
Commissioner of Education

MEMORANDUM NUMBER 30-2024-01

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin, Bureau Chief, CCTCMIS/DTI

DATE: July 5, 2023

SUBJECT: 2022-2023 Personnel Database Annual Submission of Salary and
Benefits Information

DUE DATE: Friday, August 11, 2023

The window for the 2022-2023 annual submission of salary and benefits (T4E) collected for the Personnel Database will open on Friday, July 7, 2023.

All colleges must successfully submit and load data by the end of processing on Friday, August 11, 2023. The submission window closes at the end of processing on Friday, August 18, 2023. The scheduled processing times within this submission window are documented in the 2022-2023 version of the Florida College System Data Submission Procedures.

The certification form for this data submission is due on Monday, August 21, 2023. The Annual Salary and Fringe Benefits Data Submission Certification Form is available on our website and should be submitted using the specified certification file name listed within the form.

If you have any questions, please contact Murray Cooper at Murray.Cooper@fldoe.org.

KP/mc