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**MEMORANDUM NUMBER 30-2020-01**

**TO:** Florida College System Reports Coordinators

**FROM:** Juan Mestre

**DATE:** July 10, 2019

**SUBJECT:** 2018-2019 Personnel Database Annual Submission of Salary and Benefits Information  
**Due Friday, August 9, 2019**

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The submission window for the 2018-2019 Annual Submission of Salary and Benefits (T4E), collected for the personnel database, was opened on Friday, July 5, 2019.

All colleges must successfully submit and load data by the end of processing on Friday, August 9, 2019. The submission window closes by the end of processing on Friday, August 16, 2019. The scheduled processing times within this submission window are documented in the 2018-19 version of the [Florida College System Data Submission Procedures](#).

The certification form for this data submission is due Monday, August 19, 2019. The [Personnel Annual Salary and Benefits 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 Linda Wheatcraft-Smith at [Linda.Wheatcraft-Smith@fldoe.org](mailto:Linda.Wheatcraft-Smith@fldoe.org).

JM/kp