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MEMORANDUM 30-2020-18

TO: Florida College System Reports Coordinators

FROM: Juan Mestre

DATE: January 7, 2020

SUBJECT: Personnel Salary Data Collection

DUE DATE: Friday, March 6, 2020

Last legislative session, revisions were made to section 215.985, Florida Statutes, requiring 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 annual personnel database (T4E) submission window and once during the fall end-of-term data submission (T2E) window as a separate submission.

On Friday, January 17, 2020, the submission window will open for the collection of personnel salary data. To assist you in meeting data reporting requirements, please refer to the instructions and record format attached to this memorandum.

All colleges must successfully submit data by the end of processing on Friday, March 6, 2020. There is no required load due date. The scheduled processing times are documented in the [Florida College System Data Submission Procedures](#). Please refer to the verification reports produced to confirm the completeness and accuracy of your data submission.

Certification for this data submission is due Monday, March 9, 2020. The certification form is available on our [website](#) and must be submitted using the specified certification file name defined within the form.

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

JM/kmp
Attachments

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