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**MEMORANDUM 30-2022-15**

**TO:** Florida College System Reports Coordinators

**FROM:** Kimberly Pippin, Bureau Chief

**DATE:** December 17, 2021

**SUBJECT:** Personnel Salary Data Collection

**DUE DATE:** February 4, 2022

Section 215.985, Florida Statutes, requires Florida College System institutions to make salary information of its employees publicly available 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 7, 2022, 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 4, 2022. The submission window closes by the end of processing on Friday, March 11, 2022. The scheduled processing times are documented in the [Florida College System Data Submission Procedures](#).

Certification for this data submission is due Monday, March 14, 2022. 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 [Murray Cooper](#) or [Kimberly Pippin](#).

KP/mc

Attachments

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

### **Personnel DMS Salary Data Submission**

To satisfy the requirements of Section 215.985, Florida Statutes, the Florida Department of Education (FDOE) will collect personnel salary data twice a year and transmit these data to the Florida Department of Management Services (DMS) for posting on their managed “Florida Has a Right to Know” website. Personnel salary data will occur during the Fall End-of-Term submission (T2E) and during the annual personnel salary and benefit data collection (T4E). For the T2E salary data collection, colleges will report the annual amount of salary paid in the most recent calendar year; whereas, for T4E, colleges will report the annual amount of salary paid in the most recent fiscal year.

#### **Instructions:**

1. Submission window opens Friday, January 7, 2022.
2. Extract all employees’ salaries from January 1, 2021, thru December 31, 2021.
3. Create Demographic Record (record type 1) and Salary Calendar Year Record(s) (record type 8).
  - a. Submit the same data elements reported in record type 6 for record type 8 as provided in the personnel data dictionary.
4. Submit the file through TIBCO® as CCxx.PDBDMS.SALARY.T2E2022.PROD.txt.
5. Files are processed according to the edit report processing periods published in the [Data Submission Procedures](#).
6. Review edit reports and address errors if applicable.
  - a. The same edits are applied to Demographic Record (record type 1) and Salary Calendar Year Record(s) (record type 8) as Demographic Record (record type 1) and Salary Calendar Fiscal Record(s) (record type 6) in Personnel Annual T4E submission.
7. Verification reports are produced immediately once data loads. Review verification reports to ensure data are accurate and complete.
  - a. The CSV verification file is created and displays the data that will be sent to DMS for website posting.
8. Submission window closes Friday, March 11, 2022.
9. Once data are reviewed for accuracy and completeness, submit signed Personnel DMS Salary Certification Form using the file name on the form. Certification Form is due March 14, 2022.