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MEMORANDUM NUMBER 30-2021-01

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin

DATE: June 25, 2020

SUBJECT: 2019-2020 Personnel Database Annual Submission of Salary and Benefits Information

DUE DATE: **Due Friday, August 7, 2020**

The submission window for the 2019-20 annual submission of salary and benefits (T4E), collected for the personnel database, will open on Friday, July 3, 2020.

All colleges must successfully submit and load data by the end of processing on Friday, August 7, 2020. The submission window closes by the end of processing on Friday, August 14, 2020. The scheduled processing times within this submission window are documented in the 2019-2020 version of the [Florida College System Data Submission Procedures](#).

The certification form for this data submission is due Monday, August 17, 2020. 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.

KP/lws

cc: Jon Manalo, Associate Vice Chancellor for Financial Policy, Division of Florida Colleges