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**MEMORANDUM NUMBER 30-2023-01**

**TO:** Florida College System Reports Coordinators

**FROM:** Kimberly Pippin

**DATE:** June 28, 2022

**SUBJECT:** 2021-2022 Personnel Database Annual Submission of Salary and Benefits Information

**DUE DATE: Friday, August 5, 2022**

The submission window for the 2021-2022 annual submission of salary and benefits (T4E) collected for the personnel database will open on Friday, July 1, 2022.

All colleges must successfully submit and load data by the end of processing on Friday, August 5, 2022. The submission window closes by the end of processing on Friday, August 12, 2022. The scheduled processing times within this submission window are documented in the 2021-2022 version of the [Florida College System Data Submission Procedures](#).

The certification form for this data submission is due on Monday, August 15, 2022. 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](mailto:Murray.Cooper@fldoe.org).

KP/mc