MEMORANDUM 30-2024-15

TO: Florida College System Reports Coordinators

FROM: Kimberly Pippin, Bureau Chief
               Community College and Technical Center Management Information Services

DATE: January 3, 2024

SUBJECT: Personnel Salary Data Collection

DUE DATE: Friday, February 2, 2024

Section 215.985, Florida Statutes, requires Florida College System institutions to make the 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 Florida Department of Education (FDOE) will collect and provide to DMS personnel salary data twice a year – once during the Fall End-of-Term data submission (T2E) window and once during the annual personnel database (T4E) submission window.

On Friday, January 5, 2024, 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 2, 2024. The submission window closes at the end of processing on Friday, March 8, 2024. The scheduled processing times are documented in the [Florida College System Data Submission Procedures](#).

Certification for this data submission is due Monday, March 11, 2024. The certification form is available on the [FDOE Community College & Technical Center Management Information Systems (CCTCMIS) Certification website](#). Submit the form using the specified certification file name defined within the form.

If you have any questions, please contact [Murray Cooper](#) or [Katherine Mueller](#).

KP/mc

Attachments

cc: Florida College Executive Assistant to the Presidents
        Florida College Chief Information Officers