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MEMORANDUM NUMBER 30-2025-01

TO: Florida College System Reports Coordinators

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

DATE: July 1, 2024

SUBJECT: 2023-2024 Personnel Database Annual Submission of Salary and Benefits Information

DUE DATE: **Friday, August 9, 2024**

The window for the 2023-2024 annual submission of salary and benefits (T4E) collected for the Personnel Database will open on Friday, July 5, 2024.

All colleges must successfully submit and load data by the end of processing on Friday, August 9, 2024. The submission window closes at the end of processing on Friday, August 16, 2024. The scheduled processing times within this submission window are documented in the 2023-2024 version of the [Florida College System Data Submission Procedures](#).

The certification form for this data submission is due on Monday, August 19, 2024. 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.

KP/mc

cc: Florida College Executive Assistants to the President
Florida College Chief Information Officers