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**MEMORANDUM 30-2026-14**

**TO:** Florida College System Reports Coordinators

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

**DATE:** January 5, 2026

**SUBJECT:** Personnel Salary Data Collection

**DUE DATE:** Friday, February 6, 2026

Section 215.985, Florida Statutes (F.S.), requires Florida College System (FCS) 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 as a separate submission and once during the annual personnel database (T4E) submission window.

On Monday, January 5, 2026, 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 6, 2026. The submission window closes at the end of processing on Friday, March 6, 2026. The scheduled processing times are documented in the [Florida College System Data Submission Procedures](#).

Certification for this data submission is due Monday, March 9, 2026. 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.

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

KP/mc

Attachments

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