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MEMORANDUM NUMBER 30-2027-01

TO: Florida College System (FCS) Reports Coordinators

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

DATE: July 9, 2026

SUBJECT: 2025-2026 Personnel Database (PDB) Annual Submission of Salary and Benefits Information

DUE DATE: **Friday, August 14, 2026**

The window for the 2025-2026 annual submission of salary and benefits (T4E) collected for the PDB will open on Friday, July 10, 2026.

All colleges must successfully submit and load data by the end of processing on Friday, August 14, 2026. The submission window closes at the end of processing on Friday, August 21, 2026. The scheduled processing times within this submission window are documented in the 2025-2026 version of the [Florida College System Data Submission Procedures](#).

The certification form for this data submission is due on Monday, August 24, 2026. 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