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MEMORANDUM NUMBER 30-2026-01

TO: Florida College System Reports Coordinators

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

DATE: July 7, 2025

SUBJECT: 2024-2025 Personnel Database (PDB) Annual Submission of Salary and Benefits Information

DUE DATE: **Friday, August 15, 2025**

The window for the 2024-2025 annual submission of salary and benefits (T4E) collected for the PDB will open on Friday, July 11, 2025.

All colleges must successfully submit and load data by the end of processing on Friday, August 15, 2025. The submission window closes at the end of processing on Friday, August 22, 2025. The scheduled processing times within this submission window are documented in the 2024-2025 version of the [Florida College System Data Submission Procedures](#).

The certification form for this data submission is due on Monday, August 25, 2025. 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