



Marva Johnson, *Chair*
Andy Tuck, *Vice Chair*
Members
Gary Chartrand
Ben Gibson
Tom Grady
Rebecca Fishman Lipsey
Michael Olenick

MEMORANDUM 30-2018-11

TO: Florida College System Reports Coordinators

FROM: Juan Mestre

DATE: October 20, 2017

SUBJECT: 2017-2018 Annual Personnel Reports (APR) Data Processing and Certification
Due November 3, 2017

On October 23, 2017, the Bureau of Community College and Technical Center MIS (CCTCMIS) will begin processing Annual Personnel Reports (APR) data submissions for reporting year 2017-2018. APR submissions will only be processed on the server. The APR submission file record format, verification report list, and due dates are included with this memorandum.

All colleges must successfully submit and load APR data no later than 5:00 PM EST, on November 3, 2017. The submission period ends at 5:00 PM EST, November 16, 2017 and the certification for this data is due on November 17, 2017.

Data certification forms are located in the All-In-1 Certification Library at the lower left corner of the [Restricted Hub SharePoint site](#) landing page. This site requires login.

If you have any questions, please contact Kristopher.Bice@fldoe.org or Murray.Cooper@fldoe.org.

JM/mc

Attachments

cc: Florida College System Executive Assistants to the Presidents
Florida College System Chief Information Officers

Annual Personnel Database Data Submission Dates

October 23, 2017	Open date. Submission period begins.
November 3, 2017	Load/Due Date. Colleges must load data no later than 5:00 p.m. Eastern.
November 6, 2017	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
November 16, 2017 than	Close date. Submission period ends. Data must be loaded no later than 5:00 p.m. Eastern.
November 17, 2017	Certification Form due no later than 5 p.m. Eastern. If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
November 20, 2017	If certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
November 20, 2017 through only November 30, 2017	Data verification period. Data resubmission will be allowed through a request signed by the college's President.
December 1, 2017	Annual close. No data resubmission will be accepted.

Annual Personnel Database Verification Reports

The following reports are generated for every successfully loaded data submission:

Report Description	File Name
Exceptions Listing	EXCPLST
IPEDS Fall Staff Survey	RFALLIPS
College Employees – Headcount by Ethnicity and Gender	RHDETGEN
College Employees – Headcount by Ethnicity and Gender (IPEDS Selection Criteria)	RHDETEAM
Report of Annual Salaries Full-time Instructional Personnel by Degree	RSALDEG
Report of Annual Salaries (Converted) – Full-time Instructional Personnel by Degree	RSALDEGC
Average Salary by Semesters Employed – Full-time Instructional Personnel	RAVGSAL
Average Salary by Activity/Occupational Activity – Full-time Instructional Personnel	RSALOCC
Non-Instructional Employees – Tenured or Non-Tenured but on Track	TENURECK
Comparative Frequencies Report	COMPREQ

APR Staff Record Format

Field Characteristics				
A	Alphabetic Only		A/N	Alphanumeric
N	Numeric Only		R	Right Justified with Leading Zeroes
L	Left Justified			
DE#	From/To	Size	Field Char	Field Description
0010	1-6	6	N, R	Reporting Institution (OPEID Code)
0020	7-15	9	N, R	Personnel Identification Number
	16-33	18	A/N, L	FILLER
0031	34-48	15	A/N, L	First Name
	49	1		FILLER
0035	50	1	A	Gender
	51	1		FILLER
0050	52	1	A	Citizenship
0060	53-60	8	N	Date Hired at Institution
0070	61-62	2	N	Terms/Semesters Employed - Calculated
0080	63	1	A	Temporary Employment
0090	64	1	A	Full-Time/Part-Time
0100	65-70	6	N, R	Annual Salary
0110	71-78	8	N	Date of Birth
0120	79-103	25	A	Position Title (College Title)
0130	104-105	2	N, R	Primary Activity/Occupational Activity Code
	106	1		FILLER
0150	107	1	N	Rank
0160	108	1	N	Degree
0170	109	1	N	Leave Type
0180	110	1	N	Tenure Status
0190	111-118	8	N, R	Tenure Date
0235	119	1	A	Race – White
0240	120	1	A	Race – Black/African American
0245	121	1	A	Race – Asian
0250	122	1	A	Race – American Indian/Alaskan Native
0255	123	1	A	Race – Native Hawaiian/Pacific Islander
0260	124	1	A	Ethnicity – Hispanic/Latino
0265	125	2	N	Months Employed
0270	127	1	A/N	Contract Status – Non Tenured
0275	128	1	A/N	Credit Category – Primary Instruction
0225	129	1	A	EAM Indicator
	130-142	13		FILLER
0095	143	1	A	Exempt From Public Records
0185	144	1	A	Faculty Status
0015	145-149	5	N,R	Term/Year Identifier
1000	150-163	14	A/N	Florida Education Identifier (FLEID)*
0030	164-183	20	A/N,L	Last Name
0032	184-203	20	A/N,L	Middle Name
0280	204-213	10	A/N,L	Name Suffix
	214-250	37		FILLER

NOTES:

1. Shaded Fields Are Unique Key Elements.
2. FLEID for personnel is not required for the 2017-18 reporting year.