FINANCE **PROCEDURE** **MANUAL**	**TITLE:** Request for Time and Attendance Access	
	NUMBER: FIN-PAY-012	**VERSION:** 01
	ISSUED DATE: **10/1/2010**	**REVISION DATE:** 4/25/2014

➢ **Purpose:**

Outline the steps required for an employee to obtain access to the Time and Attendance System.

➢ **Definitions:**

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

Time and Attendance Codes: The method for designating an area within the time and attendance system for which a designated employee has access.

Time and Attendance System: Module within PantherNet for reporting time and attendance for payroll purposes.

➢ **Responsibility:**

Supervisor: Requests access to time and attendance system for designated employee.

Payroll Manager: Processes the request for time and attendance access.

Payroll: Trains designated employee on the use of the time and attendance system.

Controller's Office: Processes request for PantherNet access to time and attendance system.

Designated Employee: Attends training for reporting time and attendance.

➢ **Procedure Details:**

1. The supervisor of the 'designated employee' sends a written request/authorization (email) to the Payroll Supervisor listing the time and attendance codes the designated employee will need to access.

2. The 'designated employee's supervisor also completes a [Request for PantherNet Access Form](#) to request access to the time and attendance system for the designated employee.

3. Payroll contacts the designated employee to schedule training.

4. Designated employee arrives for training and payroll activates proper time and attendance codes.

5. Designated employee is trained on the proper use of the time and attendance system and given a copy of the time and attendance system manual.

6. Payroll documents the training and designated employee's access and files documentation in payroll office.

➢ **References:**

Request for PantherNet Access Form:

   http://intra2.pbcc.edu/it/forms/panthernet/

Time and Attendance Training Manual:

   Available from Payroll