

FINANCE PROCEDURE MANUAL	TITLE: Request PantherNet Application Access - Finance and Personnel/Payroll System	
	NUMBER: FIN-CON-003	VERSION: 02
	ISSUED DATE: 3/25/2010	REVISION DATE: 5/3/2016

➤ **Purpose:**

To document steps taken to request and grant PantherNet Application Access - Finance and Personnel/Payroll system.

➤ **Definitions:**

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

➤ **Responsibility:**

Employee’s hiring department or delegate: Completes and submits the Request for PantherNet Application Access - Finance System form.

Employee’s Hiring Administrator: Reviews and approves/rejects the form.

Finance System Security Administrator or delegate: Assigns/revises/removes necessary security groups for each requested PantherNet system area, and notifies the employee’s hiring administrator when the process is complete.

➤ **Procedure Details:**

1. **For new employee access:**

- a. The employee’s hiring department or delegate completes and submits the PantherNet finance/personnel/payroll access required on a [Request for PantherNet Application Access - Finance System](#) form.
- b. The employee’s hiring administrator reviews and approves the form.

- c. Finance System Security Administrator or delegate updates or adds all necessary information from the form to the employee's user profile in PantherNet and notifies the employee's hiring administrator when the process is complete.
2. **To revise employee access:**
 - a. When an employee transfers to another department, or changes departmental responsibilities, the employee's department or delegate completes and submits a revised [Request for PantherNet Application Access - Finance System](#) form.
 - b. The employee's hiring administrator reviews and approves the form.
 - c. Finance System Security Administrator or delegate updates or adds all necessary information from the form to the employee's user profile in PantherNet and notifies the employee's hiring administrator when the process is complete.
 3. **To cancel employee access:**
 - a. When an employee no longer requires access to the finance/personnel/payroll system, the employee's hiring department or delegate requests to remove access with a [Request for PantherNet Application Access - Finance System](#) form.
 - b. The employee's hiring administrator reviews and approves the form.
 - c. Finance System Security Administrator or delegate removes access and notifies the employee's hiring administrator when the process is complete.
 4. **Terminated employee access:**
 - a. When an employee terminates employment, or is no longer affiliated with the College, Human Resources notifies Information Technology.
 - b. Information Technology disables the employee's PantherNet system user profile and removes attached security group(s).
 - c. Information Technology notifies the Finance System Security Administrator or delegate of the employee's termination.
 - d. Finance System Security Administrator or delegate removes employee's financial user profile, financial user group approvals (if any), and the approval structure.

➤ **References:**

College Board Policy:

6Hx-18-1.23

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section1/1.23.pdf>

6Hx-18-1.24

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section1/1.24.pdf>

Request for PantherNet Application Access – Finance System:

<http://intranet.pbcc.edu/forms/panthernet/finance/>