

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Grants – Annual Pay Increases	
	<b>NUMBER:</b> FIN-GRF-022	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 11/15/2010	<b>REVISION DATE:</b> N/A

➤ **Purpose:**

Issue of annual pay increases for Grant Employees: The general salary increases for Grant Employees will be effective on the same date as all Palm Beach State College employees.

➤ **Definitions:**

**Grant Employee:** Employee whose salary is paid for from a Grant.

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

➤ **Responsibility:**

**Board of Trustees:** Approves salary increases, and Salary Schedule

**Human Resources:** Assures that the salary increases are given in accordance with the Salary Schedule.

**Payroll:** Inputs pay increases in PantherNet and verifies effective date.

**Grant Director:** Determines availability of budget and approves/denies increase.

➤ **Procedure Details:**

1. General salary increases are reviewed each year, and may be approved by the District Board of Trustees. If a general increase is given, all full-time and regular part-time employees must have been hired on or before a date certain, per board action item, in order to be eligible for the full or partial salary increase.

2. Once salary increases are approved, the Grant Director will review the Grant budget and determine if funds are available for the increase.
3. If the Grant Director Approves, the payroll information is transmitted to Payroll Office.
4. Payroll inputs salary increase in PantherNet, similar to other staff payroll changes.

➤ **References:**

College Board Policies: <http://www.palmbeachstate.edu/boardoftrustees/district-board-of-trustees-policies.aspx> (Section 5)