

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Retirement Plans – Employee Setup	
	<b>NUMBER:</b> FIN-PAY-005	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 11/18/2010	<b>REVISION DATE:</b> 2/22/2012

➤ **Purpose:**

This procedure outlines the steps to establish the setup of employees to the retirement plan.

➤ **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:**

**Human Resources:** Notifies Payroll of employees eligible for retirement plans.

**Payroll:** Sets up employees in PantherNet system for retirement plan.

➤ **Procedure Details:**

1. Human Resources Department notifies Payroll of employee eligibility for retirement plan.
2. Payroll sets up employee’s retirement plan in PantherNet system based on information from Human Resources.

➤ **References:**

College Board Policies:  
6Hx-18-5.161

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section5/5.161.pdf>

Florida Statutes:

121.051

<http://www.flsenate.gov/statutes/>

121.052

<http://www.flsenate.gov/statutes/>

1012.87

<http://www.flsenate.gov/statutes/>

1012.875

<http://www.flsenate.gov/statutes/>