REQUEST FOR PANTHERNET APPLICATION ACCESS: FINANCE SYSTEM

For assistance in filling out this form, please contact the Controller's Office:
Phone: (561) 868-3077 (1-3077),   **Email:** finance@palmbeachstate.edu

* = Required Field   ** = Required **ONLY** if security access is requested for Finance System

1 ● **NEW USER**   **Start Date:** 09/15/2014 clear   *Required*   ○ **REVISED USER**   **Effective Date:** [   ] clear
(new college employee)   (Modified Access: Department Transfer/Additional Access/Delete Access)

2 ***Hiring Administrator's Email Id:** rogersj @palmbeachstate.edu **(Jacqueline Rogers, Dean, Hlth Sci & Public Safety)**
                                                Required

3 ***Email ID:** morejonc @palmbeachstate.edu   (* if known)

*Last Name: Morejon   ***First Name:** Carol   **Employee Id:** 2987

Campus: Lake Worth ▼   *Required*   ***Dept:** Health Science - Central   ***Work Phone:** 868-3565

*Title: Administrative Asst, Associate

*Brief description and unique duties of the user's job:
Provide administrative support to the Dean of Health Science and Public Safety.

4 If this new user replaces a previous employee, please enter the name of the previous user: Josephine Gotwalt

Do you want the access deleted from the previous user? ● Yes ○ No

Do you want this new user to have similar security access as another employee in your department?   *Optional*
If so, who is the employee: Josephine Gotwalt

5 **Module**   **Security Access**
FINANCE SYSTEM

Budget Transfers   ● Add ○ Modify ○ Delete ○ None   *Finance System access*

Instructions: Please choose one of the following options to schedule budget transfer training. Budget transfer access will be authorized **ONLY** upon completion of the training.
Fund 1: The Budget Office at 868-3096 (Ext. 1-3096) or millsj@palmbeachstate.edu to schedule budget transfer training.
Fund 2: The Grants or Student Activities Accountant to schedule budget transfer training.

Department Requisitions, Disbursement Request, PCard Accounts   ● Add ○ Modify ○ Delete ○ None

Instructions: Please contact Karen Windham at 868-3462 (Ext. 1-3462) or windhamk@palmbeachstate.edu to schedule Department Requisition training.

Only if Finance System access is requested above

Financial User Group(s)   ○ Approver ● Input/Modify User ○ Display Only ○ None
**For any of the above requests, the Org Number(s) or Financial User Group(s) needs to be listed.
For complete listing: Financial User Groups with Org Numbers

| DEANSHOE | PUBLSFTY | 2HLTHSCC | 2CRJUST |
| 6CCECHLT | 2PERKINS | 6NURSING | |

User Type	Access
Approver	Ability to create, review, and approve documents (i.e., Department Requisitions, PCard Transactions, etc.)
Input/Modify User	Ability to create documents (i.e., Department Requisitions, PCard Transactions, etc.) to spend money from Org Unit(s) associated with financial user groups, and send them for approval.
Display Only	Ability to view documents (i.e., Department Requisitions, PCard Transactions, etc.) from Org Unit(s) associated with financial user groups. This access will not allow them to spend money from Org Unit(s) associated with financial user groups, nor send them for approval.

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PERSONNEL AND PAYROLL SYSTEM   ◉ Add ○ Delete ○ None

○ Time and Attendance Approval

◉ Time and Attendance Input

○ None

Payroll Department Codes (If Known)

CON6

Instructions: Please contact the Payroll Office at 868-3098 (Ext. 1-3098) or payrollmail@palmbeachstate.edu to schedule time and attendance training. Time and attendance access will be authorized ONLY upon completion of the training.

Select Time and Attendance (T&A) user type:
T&A Approval: For Department Supervisors who authorize employees' time and attendance.
T&A Input: For Department Administrative Assistants who enter employees' time and attendance.
If known, enter payroll department code(s) that the user will be responsible for (refer Payroll Crosswalk).

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Other Miscellaneous Access/Accounts: ◉ Add ○ Modify ○ Delete ○ None

HR-PDREP, HRDEPRPT

For Finance, Human Resources, and Procurement Departments Only

This section is for Finance, Human Resources, and Procurement Department users to request other access not listed in the form.

8

Comments:

Submit

Click **Submit** button to send the request to Employee's Hiring Administrator for approval.

(Optional) Any comments for the Finance System Security Administrator.