



Bridges Advisory #109

May 5, 2006

The University of Florida is committed to keeping you informed as we continue our transition to the new myUFL systems. For more information about the Bridges Advisories, or to read past issues, please visit www.bridges.ufl.edu/advisory.

**PLEASE READ THIS EMAIL (OR SHARE WITH THOSE WHO DO NOT HAVE A COMPUTER)
EACH WEEK TO STAY INFORMED DURING THE TRANSITION.**

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myUFL - Required Maintenance on Sunday, May 7, 2006. Bridges must perform required maintenance on Sunday, May 7, 2006 from 6:00 am to 10:00 am. During the maintenance period, myUFL services will be unavailable.

Time and Labor – Managing Time Approval Through Static Groups. Portal outages On May 3 and 4 placed an additional burden on departments and supervisors to approve payable time for their employees. Suggestion box comments, calls to Bridges Help Desk and general call volume indicates many time approving supervisors have not taken advantage of creating their own static groups. Static groups allow faculty and staff to create a custom solution of putting only the employees they supervise in the static group. This enhancement significantly reduces the need to look through all the employees to find their own and the time to load the page is reduced – both positive outcomes. We encourage all faculty and staff that approve time to create their own static groups. See the instructional guide, referenced below, for assistance.

Instruction Guide. Instruction guides are available on the Bridges Web site at: (<http://www.erp.ufl.edu/training/instruction-guides.html>)

Time and Labor > Approving Time and Leave > Creating Static Groups

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- For frequent updates about the project, subscribe to the UF Bridges pagelet on the [myUFL portal](http://my.ufl.edu) <<http://my.ufl.edu>>. For a quick tutorial on how to use myUFL, please sign on to the portal and click on Help > How to Use myUFL.
- For more information about myUFL systems, visit the [Bridges Web site](http://www.bridges.ufl.edu) <<http://www.bridges.ufl.edu>>.
- For help or support in using the new systems, including the portal, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.