



## Bridges Advisory #114

June 23, 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](http://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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**Payroll Schedule for Fellowship Appointments.** Sent on June 21, 2006 from Kyle Cavanaugh, Vice President, Human Resource Services to the Dean, Directors and Department Chairs:

"I am writing regarding the processing of Fellowship Appointments. Currently, Fellowship appointments are not done through ePAF and must be processed by the HR Academic Personnel Office.

In an effort to ensure that all Fellowships are paid on a timely basis a new payroll deadline schedule has been established to indicate the dates that Fellowship appointments must be sent to the Academic Personnel Office. This payroll deadline schedule is through the pay-period that ends on July 12, 2007.

The web site that this payroll deadline schedule can be located is as follows:

[http://www.aa.ufl.edu/aa/aapers/2006-2007/fellowship\\_payroll\\_schedule2006-2007.pdf](http://www.aa.ufl.edu/aa/aapers/2006-2007/fellowship_payroll_schedule2006-2007.pdf).

Please make sure that a copy of this memo along with the payroll deadline schedule is sent to each department chair in your unit.

If you have any questions, please feel free to contact Janet Malphurs, Academic Personnel Office at 392-1251 or e-mail at [jmmalph@ufl.edu](mailto:jmmalph@ufl.edu)"

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

- Hiring and Job Actions > Hiring at UF
- Hiring and Job Actions > Promoting, Demoting, & Changing Jobs Within a Department
- Position and Job Actions > Placing an Employee on Leave of Absence
- Position and Job Actions > Cashing out Leave
- Payroll > Providing Additional Pay
- Accounts Receivable & Billing > Direct Journal Deposits > Direct Journal Deposit -- Taxes
- Accounts Receivable & Billing > Direct Journal Deposits > Editing Direct Journal Entries
- Accounts Receivable & Billing > Direct Journal Deposits > Receiving Funds From DSOs

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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](mailto:helpdesk@ufl.edu).