



Bridges Advisory # 121

October 20, 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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Usability Improvements for the Monthly Departmental Reconciliation Reports. To provide UF fiscal managers with improved accessibility and usability of the Monthly Financial Departmental Reconciliation Reports, we are pleased to introduce several new enhancements. These enhancements were added as a result of feedback and suggestions from members of the university community based on their usage of the Monthly Financial Departmental Reconciliation Reports that have been available since December 2005. The enhancements include:

- Ability to "bundle" any selection of reports into a single report (PDF format) with a table of contents
- Ability to "bundle" any selection of reports (Excel format) into a single archive file (ZIP format)
- New My Reports framework that allows fiscal managers to customize groups and manage reports in a way that can improve their workflow and productivity
- Search functionality that allow reports to be retrieved using Department ID, Principal Investigator ID, Project ID, Fund and more
- Ability to run reports for the current period (month to date) in real time from My Reports

Finance and Administration in collaboration with Training and Organizational Development offers an in-depth training course entitled "PST130 Department Reconciliation". Offered periodically throughout the year, employees can sign up for active course sessions utilizing My Self Service, Training and Development within the myUFL portal.

GatorLink Account Management (GLAM). In 2004, the University implemented the *GatorLink Password Management System*, nationally recognized as a strong and innovative model for password management. *GatorLink Account Management Project (GLAM)* extends this innovative security approach to the management of GatorLink accounts. This change will directly impact Directory Coordinators.

- Effective November 10, 2006, **GatorLink accounts will be provided only for individuals with active affiliations with the University.** This is critically important for the security of the University's data and networks. Individuals who do not have an appropriate affiliation will automatically have their GatorLink accounts expired on November 9, 2006.
- **New GatorLink usernames may contain as many as sixteen characters.** The current eight-character limitation does not provide enough values for "lifelong GatorLink." To be able

to assign GatorLink usernames to people indefinitely, the length allowance must be increased.

- **The shared guest account will be eliminated.** New procedures for creating time-limited guest accounts will be available.

At present, there are more than 50,000 GatorLink accounts assigned to individuals no longer affiliated with the University. As a Directory Coordinator, your expert knowledge of the people and organizations within your department is essential to the success of this project.

1. Download the GatorLink Account Management spreadsheet displaying the user accounts scheduled for expiration from <http://www.bridges.ufl.edu/> . Review the individuals listed under the department(s) you support. Select the drop down arrow near the *Department Name* or *DeptID* column to display a single department. ***Make sure that nobody with an active affiliation is listed on the spreadsheet.***
2. Determine if action is required.
 - If an individual appears on the list, and you ***do*** want the account to expire, no action is required.
 - If an individual appears on the list, and you ***do not*** want the account to expire, add the qualifying affiliation in the UF Directory or contact the department responsible for adding the affiliation. You must assign one of the affiliations listed below in the UF Directory to ensure continued service.

Instruction Guides. The following instruction guides have been added or updated on the Bridges Web site at: (<http://www.erp.ufl.edu/training/instruction-guides.html>)

- Enterprise Reporting > Reports > Monthly Reports > Using Your "My Reports" Menu
- Payroll > Payroll Distributions
- Hiring and Job Actions > New Gator Job Guides > Posting TEAMS Positions with GatorJobs
- Hiring and Job Actions > New Gator Job Guides > Posting Faculty Positions with GatorJobs
- Hiring and Job Actions > New Gator Job Guides > Posting OPS and Student Jobs with GatorJobs
- Hiring and Job Actions > New Gator Job Guides > Approving GatorJobs Requisitions at Level 1
- Hiring and Job Actions > New Gator Job Guides > Reviewing Applications, Interviewing Candidates and Making TEAMS Job Offers with GatorJobs
- Hiring and Job Actions > New Gator Job Guides > Inviting Search Committees & Interview Teams as Guest Users in GatorJobs
- Hiring and Job Actions > New Gator Job Guides > Reviewing Applications as a Guest Users in GatorJobs

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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.