



Bridges Advisory #37

November 22, 2004

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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PAYROLL PROCESSORS: IMPORTANT INFORMATION REGARDING THE DECEMBER 2004 LEGISLATIVE BONUS. Please read the just-released [DDD Memo](#) regarding the \$1000 December bonuses for eligible employees. Payroll Processors must review the list of recipients (updated nightly) and make any and all changes by **Monday, November 29 at 5:00 pm**.

INSTRUCTIONS FOR ENTERING DECEMBER CASHOUT. If you are TEAMS employee who has elected to cash out up to 16 hours of vacation time, you must enter the paid holiday and the regular time worked in addition to the cashout leave. **Please follow these [instructions](#)** [<http://www.bridges.ufl.edu/training/docs/ReportingDecemberCashout.pdf>](http://www.bridges.ufl.edu/training/docs/ReportingDecemberCashout.pdf) **for entering your time.** The deadline for entering your cashout in myUFL is **Thursday, December 2 at 5:00 pm**. For more information about this benefit, please review the [DDD memo](#) (see section on Vacation Leave Payout).

NEW INSTRUCTION GUIDES. Some new or updated [Instruction Guides](#) are available:

Customer Relations

- Express Deposits for Invoices (New)

Reporting Time

- Reporting December Cashout (New)

UF Directory

- Can Your Colleagues Find You in the Directory? (New)

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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, visit: <http://wla.erp.ufl.edu/media/PersonalizeContentLayout.html>.
- For more information about the transition, 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.