



## Bridges Advisory #42

January 7, 2005

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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**HOW TO DETERMINE YOUR TOTAL 2004 INCOME AND TAXES.** This year, due to the transition to a new payroll system mid-year, the Year-to-Date (YTD) amount on your last earnings statement in 2004 does not provide a full year of data if you were employed at UF prior to June 18, 2004. If you need to know your 2004 Federal Tax Withholding prior to the W-2 forms being distributed by the university (which will be on or before January 31 as required by federal law), you will need to add together the YTD amounts from your last State-issued paycheck on June 25, 2004 and your December 23, 2004 paycheck from UF.

If you did not keep a copy of your June 25, 2004 State paycheck, you may print an on-line copy. Sign on to myUFL portal > Quick Links > Admin Menu > My Self Service > Review My Pay Warrants > State Employees. If you have never done this before, you will first need to register. Please click on the link entitled "New to Employee's Information." Otherwise, click on the second link, enter your SSN and password (or reset your password).

If you do not have a copy of your December 23, 2004 UF paycheck that shows the Year-to-Date (YTD) Amount for tax withholdings, then please contact your departmental administrator who handles payroll and have them print out an earnings statement for you (using the UF Earnings Statement Print functionality in myUFL). As designed, "View Paycheck" in myUFL only shows the YTD amount on the current payroll (i.e., the earnings statement that is displayed when you first click on the View Paycheck link in myUFL).

Although it is too late to use View Paycheck for the December 23 earnings statement if you need YTD amounts, please note that when looking at prior compensation (using the "View a Different Payment" link) the dates listed are based on the last day of the pay cycle, not the date the check was cut. For example, if you are looking for the December 23 paycheck, you should click on the December 16 link. The December 30, 2004 link is actually 2005 income because the pay date is January 7, 2005.

We also want to remind you that anyone employed at UF prior to June 18, 2004 will receive two W-2 or 1042-S forms. One W-2 will be issued by the State of Florida for wages paid through June 30, 2004, and the other will be issued by the University of Florida for wages paid after June 30, 2004. Departmental personnel will be notified when these tax reporting forms are available for pickup at central payroll. We encourage you to read the December 8, 2004 [DDD memo](#) for important details about this topic. If you have any questions, contact University Tax Services at 392-1324.

Departmental personnel will be notified when these tax reporting forms are available for pickup at University Tax Services (Tigert 24). We encourage you to read the December 8, 2004 [DDD memo](#) for important details about this topic. If you have any questions, contact University Tax Services at 392-1324.

**TAX INFORMATION FOR INTERNATIONAL EMPLOYEES (NONRESIDENT ALIENS).** The IRS deadline for mailing 1042-S forms to international employees is March 15, 2005. We will be receiving the 1042-S forms from the Bureau of State Payrolls by March 15, 2005 and it is possible that you could receive two 1042-S forms (one from the Bureau of State Payrolls and one from UF). Both forms will be distributed at the same time to the departmental payroll administrators by March 15, 2005. International employees should NOT file their US income tax returns until they receive their 1042-S forms.

**BILLING SPECIALISTS – ONE-QUARTER SALES TAX AS OF JANUARY 1.** Effective January 1, 2005, the University is required to begin collecting the Alachua County one quarter percent discretionary sales surtax or the Indigent Healthcare Surtax (CHOICES). This surtax applies to the sale or use of taxable merchandise or taxable services delivered into Alachua County and are applied in addition to the State's six percent sales tax. The new combined sales tax rate for the county will be 6.25 percent. The surtax is planned to expire on December 31, 2011. Please read the January 3, 2005 [DDD memo](#) for more details.

In order to incorporate this change into PeopleSoft, Bridges added one new tax code, FLA\_6.25, which includes the Tax Authority for the general rate (6%) and the new surtax rate (0.25%). When billing users, enter this tax code on each bill line containing taxable goods and services, then PeopleSoft will calculate the tax and record that amount to the corresponding accounting distributions automatically.

Please contact Xin Zhang ([xzhang@ufl.edu](mailto:xzhang@ufl.edu)) or Eric Davidson ([davidsoe@ufl.edu](mailto:davidsoe@ufl.edu)) if you have any questions concerning this matter.

**HIRING NEW EMPLOYEES – ETHNIC AND GENDER REQUIRED.** When hiring a new employee, departments must enter gender and ethnic group information in the myUFL systems for federal reporting purposes. When completing the hire of a new employee in the myUFL systems, follow this path: Recruiting > Hire Applicants > Hire or through Workforce Administration > Increase Workforce > UF Hire Employee. The system will prompt you to enter these fields in the personal information hyperlink. You cannot save your work without these two required fields.

The gender field is located on the third tab—Personal History. The ethnic group field is found on the fourth tab—Identity/Diversity. Click on the U.S. flag located at the bottom left of the screen and select the appropriate ethnic group. The ethnic group should match the employee's completed W-4.

**TERMINATING EMPLOYEES.** When a TEAMS or USPS employee resigns from the university, departments should enter the transaction into the myUFL systems by adding a job row via Workforce Administration > Job Information > Job Data. The action listed will be "termination" and the corresponding reason will be "resignation." Departmental administrators should enter the termination into workflow by going to Workforce Administration > UF HR Approve Job > UF HR Approve Job. For more details, please refer to the [Terminating an Employee](#) instruction guide on the Bridges Web site > Get Trained > Instruction Guides > Human Resources Management System > Position and Job Actions.

When an employee moves from one department to another at UF without a gap in employment, a job action of "transfer" is required. This is completed by the core office and is initiated by the new hiring department by contacting the core office directly.

When an employee resigns from the university altogether, a copy of the employee's resignation letter must be forwarded to Employment and Classification so it can be placed in the employee's personnel file. Resignation letters, which should include the employee's UFID, are needed before Level 2 may approve the transaction. Letters may be faxed to 392-7094 (SC 622-7094) or mailed to UF Employment and Classification, PO Box 115002, Gainesville, FL 32611-5002.

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

Customer Relations > Direct Journal Deposits

- Multi-Line Distributions (New)
- Credit Card or EFT Deposit Entry (New)
- Direct Journal Deposits (New)
- Direct Journal Deposits – Taxes (New)
- Example of Editing Direct Journal Entries (New)

Purchasing and Payables

- View the History of a PO (New)

Reporting Time

- Web Clock (Updated)
- Weekly Punch Time (Updated)
- Weekly Elapsed Time (Updated)
- Viewing and Changing Time Worked (Updated)

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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](mailto:helpdesk@ufl.edu).