



Bridges Advisory #43

January 14, 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.

**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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MORE ENHANCEMENTS MADE TO myUFL SYSTEMS LAST WEEK. Last Friday Bridges implemented numerous improvements to the myUFL systems. Most of the changes are not visible to end users. The upgrade did fix several specific problems as well as improved general system performance. Bridges applied 18 “fixes” or enhancements in Portal, Security (ARS), Asset Management, Grants, General Ledger, Billing, Benefits, and Payroll.

IMPROVEMENTS PRINTING ‘VIEW PAYCHECK’ A COMMON REQUEST. Many of you have sent suggestions asking Bridges to make the on-line earnings statement, commonly known as View Paycheck, easier to print. The ability to make View Paycheck a printable PDF or some other easy-to-print format sounds simple but is somewhat complicated in this integrated system. While a highly desirable feature, we felt it was necessary to focus on other more critical needs. Bridges is currently evaluating the requirements of this new functionality and will soon begin development effort. As soon as Bridges has a definitive solution and a timeframe for implementation we will provide more information. Thank you for your continuing patience and support as we make improvements to the myUFL systems.

INTRODUCING THE ACCOUNTS RECEIVABLE EXCHANGE. Late last week Bridges added a new “Exchange” to myUFL for those working with the Accounts Receivable module. The Accounts Receivable Exchange consists of:

- A moderated discussion forum;
- Information (www.bridges.ufl.edu/ar-billing);
- Articles written by representatives of UF Bridges and central office(s).

Those with the UF_CR_AR_UFS or UF_CR_AR_CASHIER, or UF_GM_AR_MANAGER roles can access this new communications/support tool via myUFL portal > Accounts Receivable > Payments > Online Payments > Regular Deposit or Express Deposit.

Other Exchanges include:

- Travel Exchange (My Self Service > Travel and Expense)
- Time Entry Exchange (My Self Service > Time Reporting)

- Time Mgmt Exchange (Manager Self Service > Time Management > Time Management Home)
- Proposal Exchange (Grants > Proposals > UF Start Proposal)
- Award Exchange (Manager Self Service > Grants > Awards > Award Profile)

In addition to navigating to the Exchange via the myUFL Menu, you can also monitor what is being posted to the various myUFL discussion forums, by “subscribing” to the Discussion Forum pagelet. Note that you will only be able to see the discussion forums for which you have the associated user security roles. For example, if you do not have access to Grants > Proposals on your myUFL Menu then you will not see the Proposal and Award Exchange section in the Discussion Forum pagelet. Every UF employee will see at a minimum the Travel and Expense Exchange and the Time Entry Exchange since these are associated with the self-service roles based on your affiliation with the university (i.e., faculty, staff or student). Please see [Bridges Advisory #30](#) for more details on this subject.

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

Hiring > Staff, OPS, and Student Positions

- Student Hires – Student Assistant and Federal Work Study Program (Updated)
- Posting A Position (Updated)
- Posting A Position without A Position Number (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>>. 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>>.
- For help or support in using the new systems, including the portal, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.