



Bridges Advisory #44

January 21, 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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myUFL HR SYSTEMS MAY HAVE INTERMITTENT OUTAGES THIS WEEKEND. Bridges will be performing maintenance and W-2 processing on the HR/Payroll systems in myUFL from 5 pm, Saturday, January 22 to 12 noon, Sunday, January 23. While Bridges does not expect long or numerous outages, users who are in the system will run the risk of having their session terminated without notice. If you do experience problems using myUFL after this maintenance window, please remember to clear your cache before contacting the UF Help Desk to report a problem.

CHECKS NO LONGER ACCEPTED FOR OVERPAYMENTS IN PAYROLL. In the past, employees were asked to write a check to cover any overpayments in their paycheck. Effective January 1, 2005, the adjustment for any under and overpayments will be made by your departmental administrator using the Time and Labor module in myUFL. Departments have 60 days from the end date of the pay period in which the error occurred to process the correction.

FACULTY COMPLIANCE 'DATA CARD' ADDED TO myUFL THIS WEEKEND. After the myUFL maintenance and enhancements are completed this weekend, users with the UF_HR_Hiring role will see a new item in their myUFL Menu under Manager Self Service for a new Faculty Compliance page. To complete compliance forms, users will navigate to Manager Self Service > Recruiting Activities > Job Requisitions/Postings > UF Faculty Compliance. To initiate and approve related workflow, users will navigate to Manager Self Service > Recruiting Activities > Job Requisitions/Postings > UF Faculty Compliance Approval. Please wait for more information and instruction guide before using this new feature.

LEAVE ACCRUAL SCREEN IN BENEFITS. The leave accrual screen under the "Benefits" navigation, available for those with the appropriate security access, will not reflect an accurate *used* leave balances under the "Taken Year to Date" category for employees who used paid leave during the pay period of December 31, 2004 to January 13, 2005. *Available* leave balances, however, are correct in the system and employees should have been paid correctly for any paid leave usage. More information and instructions are forthcoming.

READ THE LATEST INFORMATION ABOUT W-2 FORMS. For the latest information about the distribution of 2004 W-2 to UF employees, please read today's [DDD Memo](#).

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

Hiring > Faculty Positions

- Posting a Faculty Vacancy (Updated)

NEW RESOURCES. Some new or updated [Resources](#) are available:

Hiring

- Time and Labor Enrollment Matrix (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.