



Bridges Advisory #46

February 4, 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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NEW BRIDGES WEB SITE. We invite you to check out the new Bridges Web site next week. On Monday evening the new site will be in the same location – www.bridges.ufl.edu – but have the look and feel of the popular UF Home page. The navigation is simpler – typically no more than two clicks to find what you need – and we have worked hard to create new material and remove outdated or immaterial items. Many of the improvements to the myUFL systems or the Bridges Web site come from readers like you so tell us what you think! Use the suggestion box in myUFL or at the bottom of the Bridges home page.

NAMES IN HRMS WILL BE CONVERTED TO ALL UPPER CASE. Bridges will soon begin a project to standardize the names in the HRMS system. When implemented, those working with time approvals, paylists and other lists that include employee names, will be able to see their listings in true alphabetical order. The project will involve converting all mixed case names to upper case, as well as making changes to the system so that any new names entered into the system are only upper case. 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.

REQUEST DUPLICATE W-2 FORM REMOVED FROM myUFL. The W-2 Reissue Request in myUFL portal > My Self Service > Payroll and Compensation has been removed. Please contact University Tax Services at 392-1324 if you need a duplicate 2004 W-2 Form.

ENHANCEMENTS TO PAYROLL DISTRIBUTIONS MODULE. Modifications will be made to the UF Payroll Distributions component this weekend. (Navigation: Set Up HRMS > Product Related > Commitment Accounting > Budget Information USA > UF Payroll Distributions.) There are two issues that are addressed in this upgrade:

Inactivate Distributions. There will be an "Inactive" check box and an "Inactive Date" field appearing on the Distribution screen. At this time, end users will not use this feature, but can view it to see if a specific distribution has been inactivated. Once inactivated, a department will only be allowed to complete retros within that date range.

Sequence Numbers. All distributions will now have sequence numbers. The first distribution created with the unique combination of UFID, DeptID, Fiscal Year, and EmplRec will have a sequence of "0". If an employee returns to your department after a gap of time, because the first distribution was inactivated a NEW distribution will be required and a new sequence number associated with the distribution.

If you would like to join a listserv for end users who enter payroll distributions, please send an email to LISTSERV@lists.ufl.edu. Leave the subject line blank and in the body, include SUBSCRIBE PAYROLL-DISTRIBUTIONS-L yourname your4-DigitDeptID (e.g., Mikki Hall 6460). Please do not include any other text in the body of the email.

If you have questions, please contact Mikki Hall, General Accounting 392-1324 x305 or mihall@ufl.edu.

PURCHASING CARD DOCUMENTATION AND OTHER DOCUMENTS SENT FOR IMAGING.

Please attach the "individual purchasing card user" monthly aging report as a summary sheet to the supporting receipts and invoices. The supporting documentation should be in the same order as the cover sheet (or aging report). Also the individual's name and UFID number should be clearly visible on the summary report.

Important Note: The same imaging guidelines apply to Purchasing Card documentation as for the documentation submitted with your regular vouchers. In other words, if a receipt or invoice is less than half of a full 8x11 sheet of paper, it needs to be taped securely to an 8x11 sheet of paper. More than one receipt/invoice can be taped to an 8x11 sheet of paper, if applicable. **Please do not staple.** These guidelines apply to all documentation send to Imaging for scanning - including Travel/ER Reports, Cash Expense Refunds.

Also, please **do not** tape 2-sided utility or phone bills to an 8x11 sheet of paper. Imaging has the capability to scan 2-sided documents and the utility invoices are generally sufficiently sized so as not to require taping to a sheet of paper.

If you have any questions about this topic, please direct them to smwilson@ufl.edu.

ENTERPRISE REPORTING AVAILABILITY. At times during the past few weeks, Bridges has need to "turn off" Enterprise Reporting for data loads or critical maintenance. Sometimes this work cannot be done during the evening or weekend hours. To reduce the impact on campus, Bridges will post an Alert Notice at least one hour prior to any data loads or other technical work that needs to be conducted in Enterprise Reporting during business hours. We continue to tune the reporting system and work toward greater stabilization.

NEW INSTRUCTION GUIDES. Some new or updated Instruction Guides are available:

UF Directory:

- Adding an Individual to the Directory (Updated)

Hiring and Job Actions > Staff, OPS, and Student Positions:

- Student Hires - Student Assistants and Federal Work Study Program (Updated)
- OPS Hires - Hiring Without a Position and Without eRecruit (Updated)
- Completing an External Hire (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 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.