



Bridges Advisory #53

March 25, 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 PORTAL FEATURES. Based on suggestions from UF faculty and staff, Bridges made four enhancements recently to the portal. First, when you click on Quick Links > Academic Advisement (SASS) a new window opens for the SASS application. Second, we added Bridges home page to the Quick Links folder. (Note: Users continue to have easy access to the highly recommended and very useful Bridges Services web pages located via the Help folder.)

In addition, two new links have been added to myUFL: My Access History and the Graduate Information Management System (GIMS). Read the following articles for more details. We love your ideas! Please continue to send your suggestions for useful links or new portal features by using the myUFL Suggestion Box located in the portal's top right-hand corner.

MONITOR ACCESS TO YOUR PORTAL ACCOUNT. Portal users now have the ability to monitor their account access to the myUFL portal. Click on My Account > My Access History to see all portal logons for your UFID number over the past six months. For this initial launch, users will see all activity from February 13, 2005 to present; eventually it will display the past six months of information. The My Access History table displays for each logon session what computer was used to access the portal and the start and end time of the session. Note that the start and end time of the session will match exactly if you fail to logout and instead simply close your browser to end the session. It is best practice to use the logout button.

The university recommends that all portal users review his or her access history periodically for any suspicious activity. If you do suspect someone else has used your account, please contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.

GRADUATE INFORMATION MANAGEMENT SYSTEMS (GIMS). The UF Graduate School is pleased to announce that the Graduate Information Management System (GIMS) is now accessible through the "Quick Links" folder in the myUFL portal. Although everyone will see the new GIMS link, only graduate faculty, graduate staff, and graduate students, can access their records in the GIMS database. This single sign on addition to the portal puts even more information at the fingertips of both graduate faculty and students -- a big plus in aiding the fulfillment of the educational mission at UF.

ENHANCEMENTS TO ON-LINE APPLICATIONS. Two enhancements have been made to assist both external applicants and current employees with their application process.

Reason for Leaving Job

Information in this field was not always being saved when an applicant submitted their on-line resume (application). This has now been corrected, but anyone who has previously submitted an on-line resume should review their current information and reenter this information when next applying for a position.

Email Correspondence to Applicants

In the past, applicants received emails acknowledging receipt of any submitted on-line resumes. Now, additional emails will be generated automatically to the applicant when the job position posting (i.e., job requisition) is cancelled, reopened, or filled by another applicant.

Staff can monitor the status of their application in the myUFL portal > My Self Service > Jobs at UF > Application Status. A complete list of application statuses is available at <http://www.hr.ufl.edu/job/faq.htm#nineteen>.

NEW MINIMUM WAGE IMPACTS HIRING AND JOB ACTIONS FOR HOURLY EMPLOYEES. Due to the May 2, 2005 increase of the Florida minimum wage, **no hiring or job actions** should be entered for OPS hourly employees, which include Student Assistants and Federal Work Study, after **April 12, 5:00 pm**. While OPS employees may have a hire date that falls between April 12 and May 2, the hire action must either be entered into myUFL prior to 5 p.m. on April 12 or wait and be entered on May 2. Moreover, no future dated job rows that cover periods after May 2 should be created because this will create problems when Bridges applies the minimum wage changes to the payroll system. These actions include Department ID changes, pending transfers, pay rate changes, terminations, etc.

Please make sure that you are complying with the new minimum wage requirement of \$6.15/hour for hourly staff employed as of May 2, 2005. Reports will be available on April 5 to assist departments with performing this task. More details will be provided next week.

NEW INSTRUCTION GUIDES. One new instruction guide is available this week for the following services:

- Asset Management: Receiving Assets (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, please sign on to the portal and click on Help > How to Use myUFL.
- For more information about myUFL systems, 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.