



## Bridges Advisory #58

May 6, 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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**THANK YOU FOR HELPING WITH SUCCESSFUL HR/PAYROLL UPGRADE.** The PeopleSoft Maintenance Pack 4 (MP4) upgrade to the human resources and payroll systems was completed successfully this past weekend. This was the most significant upgrade to the HRMS system since the "go-live" this summer. Bridges appreciates all of the campus end users and core users who helped make this upgrade a big success by actively participating in the testing phase in April. Thank you!

**RETRO DISTRIBUTION PROCESS: ADDITIONAL RUN DATES BEFORE FISCAL YEAR END.**

Please be advised that the Retro Distribution Process will be running weekly beginning **April 27 through June 8**. The retro distribution process typically runs overnight on Wednesday and budget check runs overnight Thursday. We anticipate that, as a result, summary entries will be available to view in Budget Inquiry with Cost Distribution Reports with details available on Monday.

If you would like to join a listserv for end users who enter payroll distributions, please send an email to [LISTSERV@lists.ufl.edu](mailto:LISTSERV@lists.ufl.edu). Leave the subject line blank and, in the body of the message, type: **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.

**EFFORT TRACKING SERVICES PAGE ADDED TO BRIDGES WEB SITE.** A new services page has been added to the Bridges Web site for Effort Tracking <<http://www.bridges.ufl.edu/effort>>. The page has instruction guides, end user role descriptions, and where to go for help.

**PURCHASE ORDER ENHANCEMENT ADDED LAST WEEK.** Printed purchase orders now display the actual recipient (if a specific staff or faculty member is indicated) rather than the general department address to improve delivery service.

**PORTAL TIP: HOW TO ADD NEW PAGELETS OR REMOVE UNWANTED PAGELETS.** Did you know you can add or delete pagelets on your myUFL portal pages? To delete a pagelet, simply click on the 'X' in the top right-hand corner and then click "Yes – Remove." (Note: In the past, some users were not able to delete the Weather Magnet and New User Help pagelets, but this problem has since been resolved.) Your role-based pagelet – Faculty News, Staff News or Student News – cannot be deleted from your Top Page tab, but all others can be removed.

To add (or remove) a pagelet, click on the "Personalize Content" link just below the myUFL logo. Check the box to each of the pagelets you want to add, then click the "Save" button. Then use the "Personalize Layout" link at the top of the page to move around the pagelets to best suit your needs. The portal has several Web tutorials to demonstrate how to add or delete pagelets, create links to your favorite internal PeopleSoft pages or external Web sites, and more. Click on the Help folder in the myUFL Menu, then click on "How to Use myUFL."

**NEW INSTRUCTION GUIDES.** Five new instruction guides are available this week for the following services:

- Effort Tracking > Effort Tracking – Certify (New)
- Effort Tracking > Effort Tracking – Authorize (New)
- Hiring and Job Actions > UF Faculty Compliance (Updated)
- Purchasing and Payables > Expense to Revenue (Updated)
- Purchasing and Payables > Encumbered Vouchers (Updated)

**NEW RESOURCES.** Four new or updated resources are available this week for the following services:

- Grants > Viewing Grant Balances: A Resource for Principal Investigators (New)
- Security > Role Naming Conventions (Updated)
- General Ledger and Budgets > DeptIDs as of 03 May 2005
- General Ledger and Budgets > PS ChartField Values as of 03 May 2005

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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](mailto:helpdesk@ufl.edu).