



## Bridges Advisory #59

May 13, 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.**

\* \* \*

**PORTAL BEST PRACTICES.** For the best portal performance, please remember to use the navigation *inside* the portal rather than the browser (i.e., Internet Explorer, Netscape). The following two practices will significantly improve your overall user experience:

- Using the 'Sign Out' link in the upper right-hand corner (rather than the browser's 'X' in upper right-hand corner) ensures that your session is properly terminated by the system.
- Instead of using the browser's 'Back' button, use the 'Home' link (located in upper right-hand corner) to return to your Top Page in the portal. Or, use the hyperlinks located at the bottom of many of the PeopleSoft pages. These time-saving links will take you to other related areas within the module. For example, links will say 'Return to Travel and Expense Home' or 'Go to: Employee Home'.

**BASIC ROLES ADDED TO SECURITY ROLES PAGE ON BRIDGES WEB SITE.** Basic roles in myUFL are security roles that are assigned to users based on their affiliation with the University as identified in the UF Directory. These roles are automatically assigned; Department Security Administrators (DSAs) do not request these roles in ARS. In general, basic roles provide access to the self-service functions in My Account and My Self Service, or determine the content you have on your portal Top Page and myUFL Menu. The basic roles were added to the list of all security roles (including end user, core user and Bridges user roles) to help DSAs in the assignment of roles to employees and students as well as troubleshooting problems.

To view the list of user security roles, click on Security under the Services section on the Bridges Web site, and then click on the "Security Roles" hyperlink in the first sentence of the introduction <<http://www.bridges.ufl.edu/security/roles.html>>.

**IMPORTANT INFORMATION FOR YEAR-END CLOSING (INCLUDING CARRYFORWARD) FOR PURCHASING AND DISBURSEMENT SERVICES.** Please read the May 9 [DDD Memo](#) from the University Controller for important information related to the year end closing on June 30, 2005. Budgets will be different than in past years. The classification of "Certified Forward" budgets will be eliminated. Outstanding encumbrances (PO) on E&G funds that need to move forward to next fiscal year will be classified with a Budget Reference of "Carry Forward" and there will be no time constraints on the expending of these funds unless established by the College or Department.

**HOW TO VIEW JOB VACANCY ANNOUNCEMENTS AFTER THE APPLICATION DEADLINE.** At the end of the application deadline, job vacancy announcements drop off of the job openings page. But what if you are called for an interview and want to review the job's requirements? You may view the detailed job vacancy announcements for positions for which you have applied by following this navigation in the myUFL systems:

1. Sign on to the myUFL portal.
2. Click on "My Self Service."
3. Click on "Jobs at UF."
4. Click on "Create/Update Resume."
5. Click the blue "View Resume History" link. (Skip to 7 if you don't have this link; only those who have updated their on-line resume will see this link.)
6. Click on the appropriate application date. (Note: The dates listed represent each time that you updated your on-line resume, whether or not you applied for a job with that particular version.)
7. Click the blue number next to "Jobs Applied for." (Note: This number represents the jobs applied for under a particular version of the on-line resume.)
8. Click the blue job title, and the job posting will display.

**OVERTIME AND SPECIAL COMPENSATORY LEAVE CASH-OUT SCHEDULED FOR MAY.** All special and overtime compensatory leave accrued as of May 5 will be cashed out for TEAMS and USPS employees during the pay period ending May 19, 2005, if it is not projected for use by the end of the fiscal year. Overtime and special compensatory leave earned *after* May 5 will be part of the 2005-06 fiscal year balances.

Employees may use overtime and special compensatory leave through the end of the fiscal year (June 30), but it must be entered by 5 p.m. on Tuesday, May 17. **Please note that this is an earlier deadline than previously published.** The compensatory leave should be entered accurately for the future date on which the employee will be absent from work using the Weekly Elapsed Screen in myUFL.

In keeping with past practice, departments are strongly encouraged to require employees to use accrued compensatory leave prior to the cash-out to minimize compensatory leave cash-out payments.

Any overtime or special compensatory leave remaining on balance—that is, balance as of May 5 less overtime/special compensatory leave reported to be used between May 6 and June 30—after time administration runs the evening of May 17 will be cashed out automatically. See your supervisor or your department's payroll processor with questions.

**NEW INSTRUCTION GUIDE.** One new instruction guide is available this week for the following service:

- Purchasing and Payables > PCard Detail by Business Unit (Updated)

\* \* \*

- 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).