



Bridges Advisory #66

July 1, 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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ONE YEAR ANNIVERSARY. One year ago we introduced to you the myUFL systems and one of the biggest challenges the University of Florida has ever faced. We applaud your hard work and effort to overcome the obstacles a change of this size will produce. And, we thank you for sharing your success stories, large and small.

Most of all we are grateful for your comments and suggestions sent to us via the myUFL Suggestion Box, Help Desk, and other means. As you may know, every other weekend Bridges implements a dozen or more upgrades and enhancements to myUFL. Some are designed to make the systems run more efficiently, some improve a process or page layout, some fix a problem. Many of the bi-weekly changes we make to the system come from suggestions from users like you, so keep them coming!

Lastly, we appreciate your patience and understanding as we worked through all the "first time" experiences this year...the first paycheck, the first fall hiring, the first password management policy, the first on-line Gator tickets lottery, the first use of hurricane emergency leave, the first fiscal year end, and so on.

We look forward to bringing you more improvements in the coming year.

SEVERAL IMPROVEMENTS TO myUFL SYSTEMS. Last weekend, Bridges implemented more than two dozen "fixes" or enhancements to the myUFL systems. The upgrade did fix several specific problems as well as improved general system performance. Some of the more noticeable changes include:

- The printing of a proposal now takes less than one minute.
- The Position Approval workflow is now operating correctly and consistently.
- The UF Faculty Compliance Approval workflow process was improved to allow approvers to return work for revisions. (See new instruction guide listed below for details.)

In addition, this week the Registrar's Office has integrated the SASS system with the portal to allow for single sign on access. Faculty and staff can now go directly to SASS via the portal > Quick Links > Academic Advisement (SASS).

STANDARDIZED JOB AND POSITION ACTION/REASON COMBINATIONS NOW AVAILABLE. A *Guide to Employment Actions* is now available online at http://www.hr.ufl.edu/position_action.pdf. Designed to provide the proper action/reason combination to be used when completing job and position actions, this standardized document will also be used by the various core offices (Academic Personnel; Employment and Classification, and Student Employment) when reviewing and approving department's submissions.

Starting July 1, all job and position actions should be entered as described in the document. Departments are not being asked to change previously entered (before July 1) job or position rows. By standardizing entries, more reliable information should be available via reporting, University Benefits will be able to convey the need for updated benefits more readily when working with state and other agencies, and departments should note more consistency generally in what is required when entering OPS, TEAMS/USPS, and Academic Personnel actions.

This information will be reviewed over the next three months to ensure the information adequately addresses the needs of campus. Because this guide should be considered a "working document," department administrators are encouraged to use the electronic version or be sure that any printed copy is the latest version. Every effort will be made to indicate changes as they are made.

Questions or comments about job or position actions? Please contact the appropriate core office listed above. Please direct any feedback about the *Guide to Employment Actions*, including any noted errors or omissions, to Training and Development at training@ufl.edu.

UNUSED PERSONAL HOLIDAYS AND IMPACT ON TIME AND LABOR. As previously communicated, any unused FY 2005 personal days for USPS, TEAMS or eligible Faculty employees will expire on July 1, 2005. The FY 2006 USPS Personal Holiday will be available to employees beginning Saturday, July 2. The Personal Leave for TEAMS and eligible Faculty will not be awarded until December and therefore will not show up in the system at this time.

USPS employees who want to use their Personal Holiday this coming pay period may receive an error message stating that they have insufficient balance available. This is because the leave balance as of June 30, 2005 will not yet reflect the new 2006 Personal Holiday in the balance. If this occurs, please do not call the Help Desk. Instead, let your time approver know and plan to enter the Personal Holiday after July 14, when the leave balances will be updated.

CHANGE TO STUDENT HEALTH CARE CENTER DEPTID. Beginning July 1, 2005, the DeptIDs for the Student Health Care Center will begin with '35' rather than one under Health Affairs '27'.

MICROSOFT CONTRACT ACCEPTED-DELL ORDERS BEING FILLED IMMEDIATELY. The new Microsoft Select contract has been accepted by Microsoft and UF Purchasing has updated the new price list for July 2005 at http://www.purchasing.ufl.edu/main_contracts-microsoft.asp. Dell will begin filling orders immediately.

If you have been holding off on ordering or if Dell has been holding a previously placed order, please contact Allison Bacon at allison_bacon@dell.com with your PO number (remember to give her the entire PO number which includes the first four digits of your business unit, example 2905-000000123) or your PCard information.

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

- General Ledger and Budgets > Budget Transfers (New)
- Hiring and Job Actions > UF Faculty Compliance (Updated)
- Hiring and Job Actions > UF Raise Review File (Updated)
- Hiring and Job Actions > Student Hires (Updated)

- Hiring and Job Actions > OPS Hires – Hiring an Employee Without a Position and Without Using eRecruit (Updated)
- Hiring and Job Actions > OPS Hires – Hiring an Employee Without a Position and Using eRecruit (Updated)
- Hiring and Job Actions > Completing an External Hire (Updated)
- Hiring and Job Actions > Hiring an Employee With a Position and Without Using eRecruit (Updated)
- Hiring and Job Actions > Hiring Courtesy Faculty
- Purchasing > Paying Certain UF Departments Using Item Templates (Updated)
- Purchasing > Expense to Revenue Vouchering (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 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.