



Bridges Advisory #72

August 12, 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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ENTERPRISE REPORTING UPDATE. The visit from our reporting vendors (Cognos and Informatica) earlier this month was very productive and informative. They have identified five specific initiatives to enable us to more frequently refresh the data warehouse. Bridges has already begun the work they have suggested and will continue to do so over the next few months.

The final June 2005 Department Reports are now available in Enterprise Reporting > Department Reports. Final June Project Reports will be available next week and will reflect some of the changes that have been requested by campus users.

As mentioned previously, the Impromptu Web Reports (IWR) will be removed later this month. As of this afternoon, Enterprise Reporting houses both the IWR reports and corresponding ReportNet reports. The IWR report will display in the title "[Title] – old will be replaced soon." The ReportNet report equivalent will have the same title without the disclaimer or in the cases below, will have a slightly shorter title due to the merging of multiple IWR reports into a single ReportNet report.

- The *new* HR Department Access Security Requests will replace the following 3 IWR reports:

- HR Department Access Security Requests by Date
 - HR Department Access Security Requests by Employee ID
 - HR Department Access Security Requests by Status

- The *new* HR Time and Labor Security Requests will replace the following 3 IWR reports:

- HR Time and Labor Security Requests by Date
 - HR Time and Labor Security Requests by Employee ID
 - HR Time and Labor Security Requests by Status

- The *new* HR Workflow Security Request will replace the following 3 IWR reports:

- HR Workflow Security Request by Date
 - HR Workflow Security Request by Employee ID
 - HR Workflow Security Request by Status

- The *new* Current Security by Department will replace the following 2 IWR reports:

- Role Authorization by Department Name and Role
 - Role Authorization by Department Role and Name

- The *new* Graduate Assistants or Pre-Doc Fellows with Missing Letter of Appointment will replace the following 2 IWR reports:
 - Graduate Assistants or Pre-Doc Fellows with Missing Letter of Appointment
 - Graduate Assistants or Pre-Doc Fellows with Missing Letter of Appointment by Department
- The *new* Graduate Letters of Appointment Not Linked to a Current Job will replace the following 2 IWR reports:
 - Graduate Letters of Appointment Not Linked to a Current Job
 - Graduate Letters of Appointment Not Linked to a Current Job by Department
- The *new* Graduate Tuition Waiver Student and Funding Errors will replace the following 2 IWR reports:
 - Graduate Tuition Waiver Student and Request Errors
 - Graduate Tuition Waiver Student and Request Errors by Department

On Friday, August 26, Bridges will remove all IWR reports from Enterprise Reporting. Please take the next two weeks to review their ReportNet equivalents and report any problems or concerns via the myUFL Suggestion Box in the portal. [Note: Because we are able to provide the new reports earlier than planned we have moved the deletion of the IWR reports from August 31 as previously communicated to August 26.]

Anyone who has run an IWR report since July 1 will be contacted via email next week informing them of the discontinuation of the IWR reports on Friday, August 26.

DEPARTMENT SECURITY ADMINISTRATORS – LAST CHANCE FOR KEEPING THE ROLE.

There will be one final class for Department Security Administrators who have not yet attended training. Access to the Access Request System (ARS) in myUFL will be removed on Thursday, September 1, 2005 for those who have not taken the mandatory class.

The session will be held in 282 Reitz Union on **Tuesday, August 30 at 9:00 am - 11:00 am**. If you use ARS have not yet attended, please plan to do so and register today for "*Understanding Your Roles as a Department Security Administrator*" at <http://www.bridges.ufl.edu/registration>.

The [presentation](#) and [handout](#) for this course is available on the Bridges Web site > Services > Security > Classes and Web Tutorials.

Bridges will offer the mandatory DSA course via the Web in the future. In the meantime, anyone who submits a DSA request form will be contacted to arrange a training session. No one is assigned the DSA role without having first taken the mandatory session.

UF BUSINESS NAME CONVERTED TO UPPER AND LOWER CASE. This weekend, Bridges will modify the UF Directory so that the UF Business Name – your official name that is used for tax purposes and displays on most screens in myUFL – will be changed from all upper case letters to mixed case. In the conversion to upper and lower case, some users who have unusual spellings or capitalization may find that their name does not display correctly. If this is the case, please contact your [Directory Coordinator](#).

The switch to upper and lower case letters is a significant improvement for those using myUFL systems. Currently PeopleSoft allows upper and lower case whereas the Directory only allows all upper case. As a result, employee names do not sort correctly in myUFL systems. After this weekend's implementation, those working with time approvals, paylists and other lists that include employee names, will be able to see their listings in true alphabetical order.

BUDGET NOTIFICATION PREFERENCES NOW AVAILABLE FOR GRANTS. Due to an enhancement made last weekend, the notify preferences can now be set for Grants via Manager Self Service > Budgets > Notification Preferences. Since "go-live" last July, budget notification for other financial systems have all worked except for grant projects.

OPEN ENROLLMENT IS COMING – CHECK YOUR DIRECTORY PROFILE. The UF Directory is the sole source of contact information for all UF faculty, students, staff, and affiliates. The information stored in the Directory feeds directly into myUFL, the on-line phonebook, and other campus-wide systems.

To check your address and email in the Directory, sign on to myUFL and click on "My Account," then "Update My Directory Profile." Use the orange headers and blue-left hand menu to navigate. Make sure you have a correct Local Home Mailing Address, Permanent Home Mailing Address, UF Business Mailing Address and UF Business Physical Location Address -- including the appropriate *county* (which impacts your taxes, HMO options and worker's compensation). Read the [Directory FAQ](#) and learn why it is important to keep each of these addresses up to date and accurate.

To make sure you receive important emails, including university announcements, GatorLink password expiration notices and automated PeopleSoft messages, please check your UF Business Email. Under "My Account," click on "Modify My UF Business Email."

For more information about the UF Directory, please visit www.bridges.ufl.edu/directory. For help with updating your Directory information, please contact your [Directory Coordinator](#).

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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.