



Bridges Advisory #79

September 30, 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 INITIATIVES. Campus will see progress in the area of *report improvements and additions* over the next several weeks. In addition, a completely revised and updated data dictionary will be available in November. Revisions will be made with input we have received from campus end-users, and all resulting work reviewed by the Senior Vice Presidents' task force and appropriate work groups.

In the area of *usability*, Bridges is making several improvements that will ultimately result in the update of warehouse data on a nightly basis. The goal is to have a daily refresh of data later this fall.

Feedback regarding the standing alert for some of the more popular reports, "Enterprise Reporting – Daily Status Report," has been very positive. If you have other reports you would like added, or have comments or ideas about the existing alert notice or in the area of *communication and outreach* more generally, please let us know via the myUFL Suggestion Box in the portal.

Bridges has completed a series of improvements to the reporting infrastructure to improve *reliability and stability*. Web server upgrades, additional hardware, upgraded software, configuration changes, simplification of the environment and removal of the IWR product have all been completed. All elements of the system are now current and operating as recommended by Cognos.

ACCELERATED PAYROLL SCHEDULE. Due to the UF Homecoming Holiday on Friday, October 7, Time & Labor will close on Tuesday, October 4.

Time Administration will run during the day on Tuesday, October 4 and again that night. It will not process again until Sunday, October 9. Payroll calculations will begin at 9:00 AM on Wednesday, October 5. Time approved after 9:00 AM on Wednesday, October 5 may not be included in the employees paycheck for October 14.

MEAL AND MILEAGE REIMBURSEMENT RATES FOR TRAVEL EFFECTIVE OCTOBER 1, 2005. The Federal General Services Administration (GSA) has changed the standard mileage rates for use in computing the reimbursement for operating an automobile for business purposes.

Beginning October 1, 2005, the standard mileage rates to reimburse for the use of a privately owned automobile for business purposes will be 48.5 cents per mile for all business miles driven.

This increase is in effect only until December 31, 2005. We anticipate GSA announcing rates effective for 2006 sometime this Fall.

The previous reimbursement rate of 40.5 cents a mile should be used for all travel occurring on or before September 30, 2005.

In addition, the GSA has changed the meal reimbursement rates effective October 1, 2005. The new rates to be used for travel occurring October 1 and after can be found at <http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.14.9>. Previous meal reimbursement rates, which can be found at the same link, should be used for all travel occurring on or before September 30, 2005.

If you have any questions, you may contact Randy Staples or Brett Wallen at 392-1245.

myUFL ENHANCEMENTS LAST WEEK. This past week, Bridges implemented more than 20 “fixes” or enhancements to the myUFL systems. Many improvements come from portal users who send in suggestions to the myUFL Suggestion Box.

NEW INSTRUCTION GUIDES. One new instruction guide is available this week on the Bridges Web site: (<http://www.erp.ufl.edu/training/instruction-guides.html>)

- Accounts Receivable and Billing > Deposit Transmittal Form (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.