



Bridges Advisory #82

October 21, 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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TIME AND LABOR ENHANCEMENT TO WEEKLY PUNCH TIME. As of Friday, October 21, the Weekly Punch Time feature through My Self Service > Time Reporting > Report Weekly Punch Time will be enhanced in the event that an employee incorrectly enters two consecutive In or Out punches. Prior to the enhancement, an employee would have received a warning, which could then be saved and a subsequent exception would be created. This enhancement will substantially reduce the correction cycle time for those employees by creating an error, rather than a warning, preventing the employee from saving the incorrect sequence.

Data Warehouse Refresh Cycle Enhanced. Performance enhancements have been made to reduce the data refresh cycle from 4 – 5 days to 2 – 3 days. This enhancement will provide more timely data to the reporting community. Bridges continues to develop enhancements to further reduce the refresh cycle.

Running Time Administration on Pay End Date. In response to feedback from the University community and to enhance system performance, Time Administration batch process will no longer be run during the day on the pay end date. Thursday, October 20, 2005 is the first pay end date on which Time Administration will not be run during the day.

Time Administration will continue to process nightly and you may begin approving time each morning by 7:00AM.

Although you will now have additional time on the pay end date to enter time, we strongly encourage that Time and Labor entries be made in a timely manner. If entries in Time and Labor are made on a timely basis, this will result in more accurate preliminary paylists which will provide a reliable basis for corrections prior to confirming the payroll.

Please remember that the payroll closing process calculations will begin at 9:00AM on the Friday after the pay period end date and that any approvals not made by then may not be picked up until the following pay period. Time Administration will run again on Sunday night after the payroll closing.

The PCard Paid Charges Aging Report. Is now available in Enterprise Reporting > Access Reporting > Financial Information > Purchasing > PCard Paid Charges Aging Report. This report incorporates enhancements to match transactions at month end, is intended to replace the current report, is reconciled in the same manner as previously, and sent to the Scanning area for archival purposes.

Enterprise Reporting Scheduled Maintenance - Saturday, October 22, 6 AM - 8 PM. Bridges will be performing scheduled database migration / maintenance to Enterprise Reporting on Saturday, October 22, between 6 A.M. and 8 P.M. During this time Enterprise Reporting will be unavailable.

myUFL Scheduled Maintenance - Saturday, October 22, 6AM - 8 AM
Bridges will be performing routine scheduled hardware maintenance to the myUFL systems on Saturday, October 22 between 6 A.M. and 8 A.M. During this time the portal will not be available. Once the maintenance has been completed, be sure to clear your cache and cookies before contacting the Help Desk to report a problem.

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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.