



## Bridges Advisory #84

November 4, 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.**

\* \* \*

**Acceptable Use Policy for Passwords.** The University of Florida places significant trust and responsibility in all who have access to university information and systems. On Wednesday, November 7, 2005, the University will be implementing an enhancement to the password maintenance procedures for all students, faculty and staff to ensure good business policies are in place. Each time you change your password, you will be asked to review and accept the terms of the University Acceptable Use Policy. The Acceptable Use Policy provides a foundation for our shared use of university data and systems.

**Weekly Elapsed and Weekly Punch Time Default Date.** Faculty and staff utilizing self service functionality to enter weekly elapsed or punch time will find the default date will be the first Friday of the pay period and not the current date. This upcoming change will enable users to see the entire UF work week without having to refresh the date. Of course, users can change the date and click "refresh date," if desired. End-users should find time entry is more intuitive and see a reduction in errors leading to more accurate timely pay.

**Time Summary for Current Pay Period.** Starting with the new pay period, users will see a new "Time Summary for Current Pay Period" box on the Weekly Elapsed Time, Weekly Punch Time, and Approve Payable Time screens. Hours for the new pay period will show in this box on Monday mornings following the Friday that the pay period begins. This new feature will assist employees and supervisors as they review hours entered and approve time in the current pay period.

**Payroll Paylist Enhancement.** As of Friday, November 04, 2005, the Preliminary, Final, and Off Cycle Paylists will include more information to assist with verifying an employee's wages. The enhancements will better define employee activity, they include:

- Added columns include Earnings Begin / End Dates and FTE.
- Additional Pay will no longer appear with the employee's hourly rate.
- Earnings Hours are totaled.

**Enterprise Reporting Errors Corrected.** Enterprise Reporting users should no longer experience the web page error "2022". This problem was corrected through configuration and infrastructure modifications.

**Application Monitoring Added.** Additional application monitors were added to Finance and Human Resource systems this week. These monitors join monitors already in place for the portal and reporting systems. Application monitors provide information on the actual time required to complete specific tasks in the system. When these times exceed thresholds, automatic alerts are sent to Bridges staff to investigate and correct performance problems. Application monitoring provides early and accurate information on potential system performance problems. In addition we continue to encourage users to report performance problems.

**NEW INSTRUCTION GUIDE.** Four new instruction guides are available this week on the Bridges Web site: (<http://www.erp.ufl.edu/training/instruction-guides.html>)

- Hiring and Job Actions > Position and Job Actions > Terminating an Employee (Updated)
- Time and Labor > Recording Time > Weekly Punch Time (Updated)
- Time and Labor > Recording Time > Weekly Elapsed Time (New)
- Time and Labor > Using Time > Reporting December Cashout (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).