



Bridges Advisory #91

December 23, 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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Grants Delivered Notification Simplified. Beginning Friday, December 23, a formatting change to the grants notification process will enhance the readability when either the project funding is awarded or revised.

Leave History – My Self Service. Beginning Friday, December 23, a new self service enhancement will allow employees to review a history of their leave balances by navigating to > My Self Service > Payroll and Compensation > View Leave History. This enhancement will allow employees to review the leave activity for the most recent 26 pay periods.

Holiday Retro Distribution Scheduled. Retro Distributions will run as scheduled this week, Wednesday, 12/21/05. You will have until 5:00 p.m. to revise and post distributions.

Retro distributions will not run Wednesday 12/28/05 during the holiday week, but will resume the regular Wednesday weekly schedule on January 4, 2006.

Please call General Accounting at 392-1326 if you have further questions.

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

- Purchasing and Payables > PCard > Reconcile Transactions (Updated)

NEW RESOURCE. One new resource is available this week on the Bridges Web site: (<http://www.bridges.ufl.edu/grants/>) for the following service:

- Additional Resources > Grants Pre-Award Fringe Calculation (New)

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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.