



Bridges Advisory #95

January 27, 2006

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 - Residual Overhead Reports.

As part of the on-going reporting initiatives, the Enterprise Reporting team implemented the Residual Overhead Reports for December 2005. To view the delivered reports, navigate: > Enterprise Reporting > Residual/Overhead Reports > Select Fund > Select Project. There is no need to click on Access Reporting and run the reports yourself. These reports incorporate many of the suggestions sent in by UF faculty and staff.

Updated INSTRUCTION GUIDES. Four updated instruction guides are available this week on the Bridges Web site: (<http://www.bridges.ufl.edu/training/instruction-guides.html>)

- Hiring and Job Actions > Staff (TEAMS and USPS), OPS, and Student Positions > Posting and Re-posting a Student Assistant Position (updated)
- Grants > Re-Budgeting Grant Awards (new)
- Hiring and Job Actions > Positions and Job Actions > Reclassifying a Position (updated)
- Hiring and Job Actions > Positions and Job Actions > Special Pay Increase (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.