



Bridges Advisory #99

February 24, 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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ACCESS REQUEST SYSTEM ENHANCEMENT THIS WEEKEND. An enhancement will be made to the Access Request System (ARS) this weekend that will aid Department Security Administrators (DSAs) in managing their department's security as well as meet the requirements of university auditors. With this enhancement, DSAs will receive an automated email whenever an employee (or multiple employees) has terminated, changed departments, or has some other job or position action that may impact their user security roles. The email will ask that the DSA review their security roles and take the appropriate action (i.e., delete, add, or modify roles or role setups). Initial response from DSAs during the testing phase has been very positive. Bridges Security plans to continue making improvements to ARS over the next few months.

To assist both DSAs and employees or support personnel who need to locate a DSA, Bridges Security has revised the DSA list provided in the portal at My Account > My Roles (or via the Bridges Web site at <http://www.bridges.ufl.edu/security/DSA.pdf>) so that it is now sorted by DeptID (i.e., all departments listed together under their appropriate college/division).

REGISTER NOW FOR EPAF TRAINING. Human Resource Services will begin implementing new practices for entering personnel actions this March and April. The new ePAFs are more intuitive and much shorter—generally 1 to 3 pages as compared to the 12 pages required in the past. As information is entered, the data entry fields are limited to only applicable choices, thus reducing the possibility of errors. The new ePAFs are automatically routed throughout the approval process—from originator to Level 1 approver to Level 2 approver. Administrators with the security role "UF_HR Manager/Dept Admin" and/or "UF_HR Department Hiring" are required to attend "Introduction to ePAF" training before the new security role will be granted. Please visit www.hr.ufl.edu/epaf to view the training schedule, registration guidelines, and an overview of the new forms.

Updated Instruction Guides. No instruction guides this week.

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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.