CNS /Update Newsletter Feature

Improvements to myUFL

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By Dr. Michael Conlon, UF Director of Data Infrastructure and PeopleSoft Implementation Officer

As our collective experience with ERP systems grows, opportunities to improve the university’s business processes appear. Several efforts are underway to capitalize on the change to ERP.

Reporting navigation. The myUFL systems produce tens of thousands of reports each month. For some time, myUFL has had a “My Reports” feature to allow authorized users to “collect” pointers to reports and build customized collections to simplify access. This feature has been expanded to provide more options, including the ability to “bundle” reports into single PDFs or zip files for easy printing and/or downloading.

Recruiting. The jobs.ufl.edu site has been replaced with a new site for job applicants. The new site provides much improved features for finding jobs, applying for jobs and for search committees working with job applicants. The new system, PeopleAdmin, is now available. See www.peopleadmin.com [http://www.peopleadmin.com].

Fax Imaging. The university is required to have documents in support of various business processes. These documents are typically scanned and stored for later retrieval. In the case of documents required in support of the payment of invoices, the current business process is somewhat complex. When departments want to pay an invoice, they must indicate the invoice to be paid, copy the documents and file them locally, then send the originals via campus mail with the indication of which invoice is involved, to central purchasing where they are scanned into a system outside of myUFL. Then the invoice can be paid. When searching for documentation, two systems must be used – myUFL and the imaging system. myUFL is being improved to simplify this process. In the new process, when an invoice is to be paid, the department locates the invoice in myUFL and indicates that it is to be paid. A barcode is produced by myUFL. The department prints the bar code and uses it as a cover sheet for the documents to be attached and faxes the documents to a receiving computer. The computer stores the fax images, eliminating the need for scanning. The images are associated with the invoice, eliminating the need for two systems. Using fax as the input device, campus mail is eliminated and the process of paying invoices is significantly faster.

Overspent grants. The university has several thousand active research projects underway at all times. These projects have their own budgets and their own spending. Spending should always be in accord with the project budget and overspending should not occur. For sometime, principle investigators and their assistants have had access to monthly statements and real-time reports regarding project spending. In November, myUFL will be enhanced with a monthly notification to principle investigators, chairs, deans and core offices of projects that have overspent their budgets. This notification will include hyperlinks to the reports with detail regarding the overspending. By using direct notification, principle investigators will gain insight into the spending on their projects and will be in a position to take action to avoid future overspending.

GatorLink Account Management. The myUFL systems are being enhanced to provide improved management of GatorLink usernames and passwords. In November, changes will insure that all accounts are attributable to individuals who have appropriate affiliations with the university. People without appropriate affiliations will have their accounts expired. This improvement will clean up many accounts and insure that all accounts are always attributable.
to people with appropriate affiliations. In addition, the GatorLink username will be increased from a maximum of eight characters to a maximum of sixteen characters. This will allow many more people to have usernames with proper spelling of their names.

These changes and others are contributing to the continuous improvement of the university and its business processes. If you have suggestions for future improvements, please drop a note through the “Suggestion Box” feature of myUFL.

Your Comments are Welcome

We welcome your comments and suggestions on this and all CNS documentation. Please send your comments to:

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