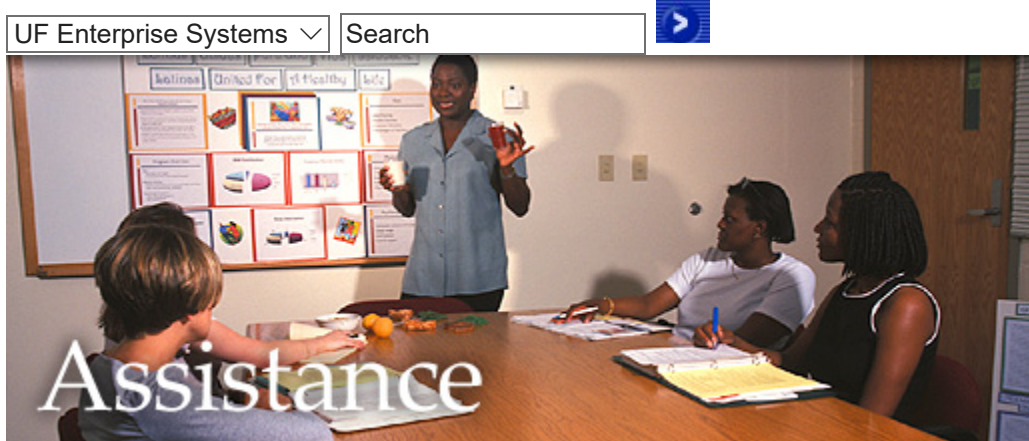


# UF Enterprise Systems



## Glossary

This glossary of terms will help you get acquainted with the terms and acronyms used in the new systems.

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### A

#### Action

A personnel action, such as a hire, promotion, or termination.

#### Action Date

The date a transaction is entered into the application (not necessarily the effective date).

#### Action Reason

The description/explanation of the action being recorded and the reason an employee's job or employment information is updated.

#### Affiliation

Each person at UF has one or more affiliations with the university, such as TEAMS Employee, Student, Visitor and many more. Each person may have many affiliations. Affiliations are recorded in the UF Directory and are used to assign user security roles and provide services.

#### Approvers

Approvers (usually supervisors) review and approve time worked and leave. Once approved, time/leave is processed by the central payroll office.

#### ARS

Access Request System. A component of the myUFL systems used by Department Security Administrators to request access and track access requests.

## **Article**

Information such as news or announcements in a section of a pagelet on myUFL portal.

## **Asset Management**

Asset management is a module in the myUFL Systems which provides the means to track and account for property of the university. Each piece of tracked property has a property tag and is scanned periodically by Property Records with information stored in the myUFL Systems.

## **Authorized Traveler**

- A person other than a public officer or employee as defined herein, whether elected or commissioned or not, who is authorized by an agency head to incur travel expenses in the performance of official duties.
- A person who is a candidate for an executive or professional position.
- A person who is a university student as long as expenses are not related to his/her own class work.
- A person who is called upon by an agency to contribute time and services as consultant or adviser.

## **Auto Populate**

When specific values are entered into a field, it causes other fields to fill without requiring specific data input. This helps reduce the amount of inputting and the chance of erroneous data being input, although in some instances, the data may be over-ridden.

## **B**

### **Benefit to Grant/Project or Benefit to UF**

A brief, clear explanation on how the travel trip will benefit the University of Florida or the grant/project being charged. If attending a Conference/Convention, you must enter the complete name and or title of the Conference or Convention. Abbreviations and or acronyms are not acceptable in this field.

## **Budget Check**

In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

## **Budget Error Exception**

A transaction that fails budget checking, causing an error or warning to be issued.

## **C**

## **Cash Advance**

Replaces a Travel Advance. Can only be requested by the traveler him/herself.

**Central Office**

An office with a university-wide administrative function. (For example: University Benefits, Payroll, and Purchasing.)

**Change Order**

An approved change request creates a change order against a dispatched purchase order that is sent to the vendor.

**Change Request**

Used to make changes on your original requisition. The change request follows workflow to purchasing for approval. Changes can only be requested on dispatched purchase orders. If your PO was dispatched to MarketPlace change requests cannot be used.

**ChartFields**

A field that stores accounting information. Takes the place of the master codes currently used in FLAIR.

**Class A travel**

Continuous travel of 24 hours or more away from official headquarters.

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**Class B travel** Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

**Class C travel**

Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

**Common Carrier**

Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

**Compensation Frequency**

Defines the contract period for a compensation amount.

**Compensation Rate**

The amount of wages an employee is paid each pay period. The compensation rates for UF Employees are biweekly or hourly.

**Concurrent Job**

A method of identifying a unique assignment when an employee is hired to more than one job.

**Conference**

The coming together of persons with a common interest or interests for the purpose of deliberation, interchange of views, or for discussion of their common problems and interests. The term also includes similar meetings such as seminars and workshops which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion and work in some specific field or on a governmental

problem or problems. A conference does not mean the coming together of agency or inter-agency personnel.

### **Convention**

An assembly of a group of persons representing persons and groups, coming together for the accomplishment of a purpose of interest to a larger group or groups. A convention does not mean the coming together of agency or inter-agency personnel.

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### **Core user**

Users of the myUFL systems at the central offices of the university that execute large scale processes such as payroll, budget check and ledger closings.

## **D**

### **Domestic travel**

Travel within the United States.

### **DSA - Department Security Administrator**

Each department has a DSA who can request that a role be associated with a user. The DSA is trained in the use of the ARS (Access Request System), a component of the myUFL systems used to request and track access requests.

### **DeptID**

A unique, eight-digit identifier for UF organizations that is used in the myUFL systems to represent organizational structure and to designate the accountable unit (i.e., what area is “responsible” for the fiscal activity). The first two digits represent the college or division, while the second two digits represent a department or major unit with the college or division.

### **Dynamic Group**

Defines the group of employees that belongs to a designated person who is responsible for monitoring and approving time reported.

## **E**

### **Effective Date**

The first date the action applies. (For example: If an employee is appointed with the first day being 8/7/2004, then the effective date is 8/7/2004. If an employee terminates and the last day worked is 6/15/04, then the effective date of termination is 6/16/04.)

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### **Effective Dating**

Actions can be predated to add historical data or postdated prior to the effective date. Transactions can be entered in advance (future dated) and processing will occur during the appropriate pay period.

**Effective Sequence**

Signifies that multiple actions have been entered with the same effective date. Each action is then uniquely identified with a sequence.

**EMPLID**

The EMPLID is the primary key for human resource transactions in PeopleSoft. At UF, the EMPLID is the UFID.

**Employee Type (formerly called overtime code)**

Code identifying FLSA (wage and hour) exemption status.

**End User**

A person using the system for routine work. Most end users of the myUFL systems access self-service functions. See also core user.

**eProcurement**

A module used to create requisitions, track requisitions, receive items, create change requests.

**eRecruit**

A module used to create job posting and provide self-service access for job applicants to upload online resumes and apply for jobs at the university.

**Exceptional Hourly Employees**

An employee who is classified as non-exempt under FLSA.

**Exceptions**

Errors that need to be fixed prior to the time and leave approval process.

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**Expense Report**

Provides reimbursement of travel expenses incurred during official business. Replaces Voucher for Reimbursement For Travel Expenses.

**Expense Types**

Travel expense, traveling expenses, necessary expenses while traveling, actual expenses while traveling, or words of similar nature--The usual ordinary and incidental expenditures necessarily incurred by a traveler.

**F****FLAIR -- Florida Accounting Information Resource System**

The legacy accounting system of the university. Formerly known as SAMAS.

**FLSA - Fair Labor Standards Act**

Federal law governing employee/employer relations. The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record keeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. Covered nonexempt workers are entitled to a minimum wage of not

less than \$5.15 an hour. Overtime pay at a rate of not less than one and one-half times their regular rates of pay is required after 40 hours of work in a workweek. See [US Department of Labor: Compliance Assistance: Fair Labor Standards Act.](#)

### **Foreign Travel**

Travel outside the United States.

## **G**

### **GatorLink**

GatorLink is a system of usernames and passwords used to authenticate users to the myUFL systems as well as other enterprise systems. Every faculty, staff and student at the University of Florida is required to have a GatorLink. Many other people affiliated with the university of Florida can also have GatorLinks.

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### **Goods**

Physical items (e.g., chairs, lab supplies).

## **H**

### **Human Capital Management (HCM)**

Another term for Human Resource Management.

### **Human Resources Management System (HRMS)**

Module where human resources functions are performed and stored to ensure employees are hired, benefits are maintained, time worked and leave usage are reported, leave accrues, and paychecks are processed.

## **I**

### **Inventory**

Inventory is a deprecated term used in the legacy systems to describe the processes now called Asset management.

### **ITAC - Information Technology Advisory Council**

ITAC advises the VPIT on information technology policies, practices and standards.

## **J**

### **Job Action**

A revision to an employee's job assignment, including actions such as a change in FTE, salary, or status (termination).

### **Job Code (formerly class/occupation code)**

The unique numeric code for Academic Personnel, TEAMS, USPS, and OPS classifications.

## L

### **Legacy System**

The term universally used to describe an old mainframe or application system. (For example: At UF, UF Bridges is replacing IA; thus, IA is the legacy system.)

## M

### **MarketPlace**

An electronic trading community in which buyers and sellers use a common internet portal, also called Direct Connect. Enables you to review the latest supplier catalogs and prices, and then download items on eProcurement requisitions and purchase orders and pass the purchase orders to the suppliers. At UF this feature is accessed through Search Catalog. Navigate there from eProcurement then Create Requisition.

### **myUFL**

myUFL is the name of the University of Florida portal. myUFL provides personalized access to information about UF as well as access to UF on-line services and business processes.

### **myUFL Systems**

The myUFL portal links several systems together into a seamless collection of services and on-line business processes for UF users. The myUFL systems include the portal, a Finance System, a Human Resource System and an Enterprise Reporting System. In 2006, a Student system will join the collection of myUFL systems.

## O

### **Official Headquarters**

The city or town in which the office is located or where the majority of his or her work is performed.

### **On-Campus Class Mileage**

Defined as the block ratios of 34th Ave to 13th St. and Archer Rd. to University Ave.

### **OPRID**

The Operator ID is the primary key for identifying persons signed on to PeopleSoft. At UF, the OPRID is the UFID.

### **Originating Location**

This field depends on the expense type selected. For common carrier, enter your scheduled departure location as defined on your airfare ticket. For car rental use, state the actual pickup location. For map mileage and vicinity mileage, you would enter the departing location.

## **OUR -- Office of the University Registrar**

The Registrar is responsible for administering the organization of students into courses and academic programs.

## **P**

### **Page**

Portal content area accessed through tabs at the top of the portal screen. Page types are Faculty, Staff, Student, and Affiliate. The specific pages you see are determined by the roles you occupy at the University of Florida. You can personalize the content of these pages through the "Personalize Content" (or "Personalize Layout") link. The initial page you enter after sign on is called the "Top Page."

### **Pagelet**

A bordered section on a page (tab). It consists of a pagelet title, pagelet controls, and a content area. PeopleSoft uses pagelets to present different kinds of information in a consistent manner. Some pagelets are required to appear on your portal pages (for example, your myUFL menu). Others are optional and you may include or exclude them from your portal pages. Use the "Personalize Content" link to include or exclude pagelets. There are different types of pagelets. They include menus such as the myUFL menu; publications such as "New User Help," and service pagelets such as the Weather Magnet.

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### **Payment Type**

Anticipated method of payment.

### **Payroll processor**

The designated contact in each UF department who is responsible for monitoring the time and labor process to ensure an accurate bi-weekly payroll. This new role is the combination of the leavekeeper and payroll certifier legacy roles.

### **Portal**

The PeopleSoft application used to provide authenticated access to UF services and personalized access to university news and information. The UF portal is called "myUFL" and can be found at <http://my.ufl.edu>. The UF portal complements the UF home page at [www.ufl.edu](http://www.ufl.edu).

### **Portal Guest Page**

The first page of the portal, viewable by all guests and users at [my.ufl.edu](http://my.ufl.edu). It contains basic information and links as well as a sign on area. It is also called the sign on or welcome page.

### **Portal User**

A person who is authorized to access the myUFL portal. Currently, this includes anyone with a GatorLink username and password.

**Position Change**

An action used on position information. (For example: Changing the salary plan, changing the FTE, and a job reclassification.)

**Position Number**

A unique numerical sequence used to designate a specific position. The system automatically assigns position numbers when the position is entered into the application. A number, once used, may not be reused.

**Publication**

In myUFL portal, a specific type of pagelet that contains one or more sections, which contain one or more articles. Publications are managed by an administrator.

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**Purchasing Business Units**

Used to track and maintain its own set of requisitions and purchase order. Used to set-up billing addresses per each purchasing business unit. At UF this is the first four digits of the Department ID.

**Purchasing Workflow**

Used for approvals of requisitions and/or change requests through the University. At UF the flow from a specific initiator to approver, etc. is managed through Purchasing User Preferences, which will be maintained by the Purchasing department after go-live.

**R****Refresh**

Needed to retrieve the appropriate information and data.

**Resume**

PeopleSoft online application.

**Role**

What the portal uses to describe the functions or positions associated with each member of the UF community. Some roles are broadly defined like faculty, staff, student, affiliate, and guest. Other roles are very specific like Payroll Processor or Time and Leave Approver. What role you have assigned defines what you will see in the myUFL Menu of the portal.

**S****Salary Grade (formerly called pay grade)**

Grade associated with TEAMS and USPS classifications.

**Salary Plan Code (formerly called job code)**

Alphanumeric code that identifies pay type (hourly or annual) and the pay plan.

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## **SAMAS - State Automated Management Accounting System**

The former name for FLAIR, the state's legacy accounting system used by the university before the conversion to the myUFL systems.

## **Save**

Necessary to permanently store information that is entered or updated.

## **Section**

A collection of one or more articles on a pagelet in the portal. It serves as a heading within a publication and is displayed in bold type. Sections have one or more publishers, one or more authors, and one or more viewers. Some sections may be required for you and you may not remove them. Other sections are optional; these you can include or exclude using the "Edit" button of the pagelet controls.

## **Self-Service**

Features that enable an end user to look up information or complete actions online through the new systems without training.

## **Service**

Tasks that are performed (e.g., examples: utilities, postage, printing, subcontracts, temporary services, leases/rent, moving, copying, freight).

## **T**

## **Time and Labor**

Module in the Human Resources Management System where time worked and leave used are reported. Information entered is used to generate employee paychecks.

## **Time Reporting**

Process of accounting for time worked and leave/holiday usage.

## **Time Reporting Code (TRC)**

Designates time worked (i.e., regular, overtime) and leave used (i.e., sick, vacation, holiday) and generates pay.

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## **Top Navigation Menu Bar**

The fixed area in the portal on the top of your browser screen that contains the myUFL logo, search function, navigation tabs, and navigation links.

## **Traveler**

A public officer, public employee, or authorized person, when performing authorized travel.

## **Travel Billing Type**

Identifies if the expense billing is Foreign, In-State or Out-of-state. This should be defined based on travel destination.

**Travel Authorization**

Replaces Travel Authorization Request (TAR).

**Travel Authorization ID**

Number automatically assigned by PeopleSoft. This is the encumbrance number and is assigned after you select “Save for Later” or “Submit for Approval”.

**Travel Day**

A period of 24 hours consisting of four quarters of 6 hours each.

**Travel & Expense Analyst (User Role)**

Reviews Cost Center GL periodically to verify that travel has been appropriately charged and is within budget constraints. Usually a PI or Cost Center budgetary Officer.

**Travel & Expense Auditor (User Role)**

Conducts post-payment audits to ensure compliance with established travel and expense reimbursement guidelines. This role is restricted to Purchasing and Disbursement Services personnel (mainly the personnel assigned to the Travel Office).

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**Travel & Expense Approver (User Role)**

Authorize and approve or reject official business travel. Usually a Dean, Director, Department Head or Designee.

**Travel & Expense Originator (User Role)**

Authorized user to prepare a travel authorization and an expense report on a traveler's behalf. Usually is a Departmental Fiscal employee.

**Travel Period** A period of time between the time of departure and time of return to official headquarters.

**Traveler Role**

Completes and submits a Travel Authorization, Cash Advance and/or Expense Report for official business travel expenditures. An employee who is a frequent traveler for the University of Florida.

**Travel To**

The travel destination where the official business will be conducted.

**U****UFID**

The UFID is an eight-digit, unique, and non-transferable identification number assigned to every individual at the University. Serves as the primary method for identifying people and, for Directory developers, as a primary system key. Used in public transactions and is visible on the Gator1 card. Same as the EMPLID and OPRID in PeopleSoft.

**Vacation Leave (formerly annual leave)**

Accrued hours that may be used for certain types of absences from work.

## **VPIT**

Vice Provost for Information Technology. The chief information officer for the university.

## **W**

### **Web-based Learning Assistant (WLA)**

The Web-based Learning Assistant is on-line help for the myUFL Systems. Pages in myUFL has "Help" links in the upper right-hand corner. These links go to the WLA.

### **Workflow**

Delivers messages to workstations that notify employees of actions that need attention. The type of actions that will be received for review and approval depend on the role.

### **Workgroup**

Defines the compensation and leave criteria of an employee. (For example: It defines what leave plans an employee is qualified to accrue.)

### **Worklist**

The list of workflow items that have been delivered.

## **UFIT**

## **myUFL**

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