UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE Office of Educational Affairs

Approval Date: 5/10/16	Subject:	Page 1 of 1
Approved by: Linda Edwards, M.D.	UF Directory Contact Information	Revised Date : 4/30/07; 5/18/2010; 3/4/16
Effective Date: 01/11/05		Reviewed Date: 3/4/16

POLICY

The UF directory is the <u>sole authoritative source of employee addresses</u> and is used to generate mailings for W-2s, benefits information, and other important campus-wide updates. All Residents and Fellows are required to maintain current contact information in the UF directory.

Residents are to update this information by accessing MyUFL at <u>http://my.ufl.edu</u> using their Gatorlink Username and Password.

To edit contact information:

- Go to My Account in the MyUFL Menu
- Click on Update My Directory Profile
- Your Directory Profile will appear
- Review the following sections and update as appropriate.
 - E-Mail the @jax.ufl.edu e-mail address is required while you are an active UFCOM-J resident; your personal e-mail address is required when you leave the University after training
 - Work Data UFCOM-J Departmental information is required for all trainees; terminating residents should remove this information using the "to remove this information check box" as no data is required once the individual leaves the University
 - Local Home Address UFCOM-J residents are expected to maintain their home address in the directory. Terminating residents are required to enter their "new" forwarding address information.
 - Permanent Home Address If the permanent home address is the same as the local home address, the information can be populated using the "If the address is the same as the local address, check this box". Otherwise, the resident is expected to enter their permanent home address information. The permanent home address is where the W-2 will be sent each year. Foreign nationals are required to maintain a foreign address for tax purposes and therefore should input their foreign address in the Permanent Home Mailing Address field.
- Click on the **Submit** button and changes will be entered.

For MyUFL Login problems or problems accessing "My Account", Residents are to call the help desk at (352) 392-HELP(4357) during the following hours with their Gatorlink Username and UFID. Helpdesk hours are: Sun-Thur 8:00am-10pm and Fri 8:00am-5pm

✓ My Account		^	
 <u>Change My Password</u> <u>Store My Password Hint</u> 			
 My GatorLink Account 			
<u>Status</u> – <u>Update Emergency</u>	Update My Directory Profile		
Contact	Please provide your personal contact information. This allows all business offices of the University to contact you as needed for		
 Modify My UF Business Email 	Business and Academic related purposes. Providing complete information allows the University to provide optimal service to you.		
- Set GatorLink Email	* Designates Required Information		
Forwarding – Update My Directory Profile	Newson and Demonstrative Astronomy		
 My Access History 	Names and Personal Attributes:		
My Roles My Self Service	Your UF Business Name is: Caulder,Leslie Primary Affiliation: Staff		
My Campus Finances	To change your Business Name, students must contact the University Registrar. Please see www.registrar.ufl.edu for further		
 Calendars Help 	information. Employees must contact University Processing and Records. Please see www.hr.ufl.edu for further information.		
 My Account 		1	
 <u>Change My Password</u> <u>Store My Password Hint</u> 			
 My GatorLink Account 	Email Address:		
<u>Status</u> – <u>Update Emergency</u>	*UF Email		
Contact	* Note: Student UF Email is required to be your gatorlink@ufl.edu		
 Modify My UF Business Email 	Work Data		
- Set GatorLink Email	Work Data		
<u>Forwarding</u> — Update My Directory Profile	Provide your UF work mailing address; this is most often a PO Box. Required for employees, optional for all others.		
 My Access History 	To remove work information check this box:		
My Roles My Self Service	Address Line 1 Apply Postal Service		
My Campus Finances	Standardization		
 Calendars Help 	Address Line 2 O Bypass		
Local Interest	Address Line 3		
 Quick Links Recruiting 			
Search	*City JACKSONVILLE *State FL 💌 *Zip 32209 - *Country US Q		
 Access Request System Accounts Payable 	*Phone Country Code 1 Q *Area Code 904 *Number Ext		
Accounts Receivable	Cell Country Code Area Code Number No Work Cell Phone		
 Asset Management Benefits 			
Billing			
 Bridges Transition Commitment Control 	Local Home Data	~	
 Commitment Control My Account <u>Change My Password</u> 	This information us used to mail material to you at your local residence. For most students or employees this would	^	
- Store My Password Hint	be your Gainesville or surrounding areas mailing address. If you do not have a local address, enter the address you		
 My GatorLink Account Status 	wish to receive your mail. If you use a PO Box it is appropriate to enter it here.		
 Update Emergency 	Address Line 1 Apply Postal Service		
Contact – Modify My UF Business	Standardization		
Email	Address Line 2 Address Line 2 Address Line		
 <u>Set GatorLink Email</u> <u>Forwarding</u> 	Address Line 3		
- Update My Directory Profile			
 My Access History My Roles 	*City JACKSONVILLE State FL 🛛 *Zip 32221 ⁻ 2081 *Country USQ	-	
My Self Service	*Phone Country Code 1 Q *Area Code 904 *Number Ext		
 My Campus Finances Calendars 	Main Con	tent	
Help		conc	
 Local Interest Quick Links 	Permanent Home Data		
Recruiting			
 Search Access Request System 	This information is used to mail material to you at your permanent place of residence. For many students and visiting Faculty this is not in the Gainesville Local area.		
Accounts Payable			
 Accounts Receivable Asset Management 	If this address is the same as Local address check this Box:		
Benefits Difference	Address Line 1 Address Line 1		
 Billing Bridges Transition 			
Commitment Control	Address Line 2 Apply Bypass	~	
 My Account Change My Password 	Address Line 3	^	
- Store My Password Hint			
 My GatorLink Account Status 	*City JACKSONVILLE *State FL Y *Zip 32221 - 2081 *Country USQ		
 Update Emergency 			
Contact – Modify My UF Business	*Phone Country Code 1 Q *Area Code 904 *Number Ext		
Email			
 <u>Set GatorLink Email</u> Forwarding 			
- Update My Directory Profile	Publish Information		
 My Access History My Roles 	If you select "Publish", your personal contact information can be made available in public directories. If you select		
My Self Service	"Do Not Publish", your personal contact information remains unpublished. You will not appear in the online		
My Campus Finances	phonebook or public search of UF information.		
 Calendars Help 	Your SSN is never published by the University of Florida.		
 Local Interest Quick Links 			
Recruiting	Local Home Data		
Search Access Request System	O Publish 💿 Do Not Publish		
 Access Request System Accounts Payable 	Domanant Home Data		
Accounts Receivable	Permanent Home Data		
 Asset Management Benefits 	Publish O Not Publish		
 Billing Bridges Transition 			
 Bridges Transition Commitment Control 	Submit	~	