

Themis Epistle

November 2007, Volume 2



Inside This Issue

Welcome to the November edition of the Themis Epistle. This newsletter provides Themis users with news and updates regarding recent Themis developments, forthcoming training opportunities and hints and tips for using Themis.

Themis news and developments

Payroll Processing Calendar

Due to the University Christmas holidays, the Themis timekeeper approval and internal paper payroll cut-off dates have been revised. Human Resources requests your co-operation in adhering to these deadlines to ensure that staff payments can be processed as required throughout December and January.

The revised calendar is now available on the Human Resources website:

http://www.hr.unimelb.edu.au/_data/assets/pdf_file/0015/50910/Pay_Periods_2007.pdf

Financial Year End Timeline

The 2007 Year End Closure of Accounts timetable has been added to the Financial Operations website. This timetable outlines the key dates and various Themis and Financial Operations cut-off dates that will affect processing prior to year-end. Financial Operations requests your support in adhering to these deadlines to enable the University to meet its year-end reporting requirements.

Timetable details are available at: <http://www.unimelb.edu.au/finops/pdf/ClosureofAccountsdepts07.pdf>

Themis Service Desk – Customer Satisfaction Survey

The Themis Service Desk is seeking feedback from users regarding the quality of our service. The email that follows each call to the Service Desk now contains a link to this survey.

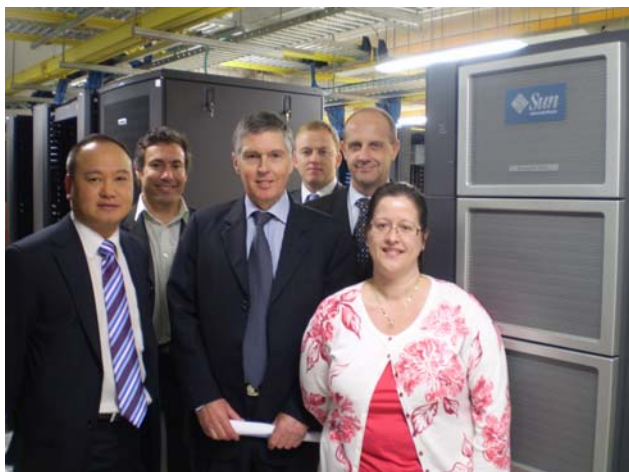
Since the survey was initiated on 8 October we have had 58 responses. We would like to obtain a much larger sample to get a better idea of users' experiences. The survey takes only a couple of minutes to complete.

To access the survey, click on the link in the Themis News section of the Themis website: www.themis.unimelb.edu.au

Themis Renewal Project

The Themis Renewal Project (TRP) is responsible for the procurement and implementation of an advanced new hardware platform, designed to improve the performance of the University's largest administrative system.

Significant progress has been made in recent months. By collaborating with the Student System Project and jointly procuring substantial hardware infrastructure, the TRP is successfully establishing a superior new hardware platform at a considerably reduced cost.



The streamlined commodity hardware is vastly more efficient, flexible and resilient than its predecessor, providing extensive options for expansion in line with organisational and user needs. Substantially higher server and backup capacity, combined with advanced new data storage units, load balancers and testing environment provisions, will significantly reduce the effects of testing and development activities on day-to-day operational tasks in Themis.

The TRP is on track for completion by mid-2008, delivering a faster, and considerably more reliable, service to system users.

Ian Marshman, Project team members, and representatives from Sun Microsystems recently conducted a tour of the new hardware facility.

L-R: **Reuchlin Teo** Program Manager, Information Projects, UoM; **Rob Cassio** Solution Architect, SUN Microsystems; **Ian Marshman** Senior Vice-Principal, UoM; **Nick Griffiths** Account Manager, SUN Microsystems; **Barry Smith** Technical Business Analyst, TRP, UoM; **Janelle Warby** Project Manager, TRP, UoM.

For further information on the Themis Renewal Project, please contact Janelle Warby: jwarby@unimelb.edu.au

Updates:

- Payroll processing calendar
- Financial year end timeline
- Service Desk customer satisfaction survey
- Themis Renewal Project
- FinOps changes to activity codes
- Animal Ethics progress report
- EHS Reporting FAQs

Training & documentation:

- Information for new staff
- Themis Training Administrator
- Themis Research – Grants and Contracts
- Forthcoming training

Hints and tips:

- Resetting your Themis password

Financial Operations – Changes to Activity Codes

Financial Operations wish to announce that in 2008 many Activity codes will be changing. Effective from 1st January 2008 there will be a revised Activity code structure which a number of new codes are created, and some previous codes will be closed down in Themis. It is planned to have the new Activity codes available in Themis by mid-December 2007.

Change schedule:

Due the volume of information that needs to be changed (in particular salary costing), the implementation of these new codes will be in two stages and completed by 30th June 2008.

1. From 1st January 2008 all non salary transactions (such as Accounts Payable and Accounts Receivable) are to be costed using the revised Activity codes;
2. Updates to the Activity code segment in salary costings within the HR module will be staggered (to be coordinated with Faculties), with changes to be fully completed by 30th June 2008.

Commonly-used codes to be closed and subsumed into new codes include:

- 14 - Faculty/Department Support
- 32 - Technical Laboratory Support
- 41 - Central Administration

The process for adoption of these new codes and the guidelines for use are currently being developed with input from Deans and Faculty General Managers. It is expected that a framework and guidelines will be available before the end of the year

Please direct any queries regarding the new Activity codes to the CSA Team at Financial Operations in the first instance, or to Tania Rose: tlr@unimelb.edu.au.

Animal Ethics and Themis – 2007 Progress Report

2007 kicked off with the introduction of the fully online Themis Animal Ethics module. In addition to helping people adapt to this new system, our main aim has been to speed up the time taken for approval of Animal Ethics applications. So we set two key priorities: offer applicants more help with writing their applications and speed up our administrative turnaround times.

Internal analysis showed that as at 2006, only 50% of applications to our Animal Ethics Committees (AEC) were approved at first review. The rest went through a lengthy process of revision and resubmission due to incomplete or inadequate content. So this year our training sessions evolved to include help with the Themis Animal Ethics module and guidance on content requirements. Further, in December we will launch two new publications:

- *Animal Research Ethics for researchers, teaching staff and students* - Melbourne Research Office Brochure series.
- *Ten Top Tips for Animal Ethics Success* - Richard Whittome, Melbourne Research Office.

These will be available from the Research Office and at training sessions, and online in late 2007.

Themis has greatly assisted staff in Animal Ethics to speed up turnaround times. Most AEC decisions are now communicated by email within 1-4 working days of a meeting being held, and all Chair reviews and additions of new investigators are done via email. In some cases this has reduced the turnaround from 6 weeks to three days.

In 2008, we will introduce online Annual Reports and refine the Themis form completion process to make it as easy to use as possible. We also expect to see that 50% figure lifted a few notches!

How to apply for Animal Ethics approval

The final training session for the year will be held on **Thursday, 13 December 2007, 2 – 4pm**, in Parkville.

This session shows you how to project manage your application to ensure quick results. It covers both process and content. Location details are available at registration: <http://www.researches.unimelb.edu.au/infosessions/#upcoming>

Step-by-step instructions for entering your application in Themis may be downloaded from the Themis Quick Reference Card library: http://www.themis.unimelb.edu.au/support/help/ref_cards_research.html#animal_ethics

Themis EHS Reporting - FAQs

What is the difference between Acknowledging an Incident Report and Finalising an Incident Report?

The role of supervisor or nominated recipient of an EHS Incident Report involves two processes: Acknowledging the Incident and Finalising the Incident.

Action	Definition
Acknowledgement	This is your initial response to the incident, in which you detail what you did immediately to reduce the risk associated with the incident (for example, temporarily cordoned off and signed a hazardous area), and what you plan to do in the future to reduce the risk associated with the incident (for example, permanently fix the hazard in the area, or take other lasting measures to reduce the risk). You should Acknowledge an Incident Report as soon as possible after it is referred to you.
Finalisation	This is your confirmation that the future corrective actions previously described have been implemented as planned. It also provides you an opportunity to check that the information you entered at the Acknowledgement stage is all correct before the incident is referred to the EHS Unit for closure. You should Finalise an Incident Report after planned corrective actions have been completed. If there are no planned corrective actions because immediate corrective actions were adequate to control the risk, you should Finalise the incident immediately after Acknowledging it.

I have acknowledged my staff member's incident; why am I still receiving reminder emails?

Themis will send reminder emails until the incident report has been Finalised.

To check the status of an existing incident report:

3. Log in to Themis using **UOM Staff Self Service** or **UOM Supervisor Self Service**.
4. Select the **Review status of existing incident report** function located under the Environment, Health & Safety Applications section.
5. Ensure the required incident is Finalised (not simply Acknowledged).

I received an email advising that I have an EHS Incident to respond to, but I can't find it in my Themis worklist. Where is it?

At the present time Themis EHS Incident Reporting does not use the Themis worklist.

To locate the EHS Incident requiring Acknowledgement or Finalisation:

1. Log in to Themis using **UOM Staff Self Service** or **UOM Supervisor Self Service**.
2. Select the **Review status of existing incident report** function located under the Environment, Health & Safety Applications section.
3. Acknowledge and Finalise the incident as required.

I've been incorrectly nominated as a supervisor for an incident. What should I do?

Sometimes you may be listed correctly as the supervisor for an incident, but the information in the email you receive from Themis will be insufficient for you to recognise the person involved (for example, the name of a student, contractor or visitor may be unfamiliar to you).

To check whether the email was sent correctly, access the incident record via your EHS workbench (select **Review status of existing incident report**) and review the full details of the incident.

If you determine that you are not the correct nominee as supervisor, note down the incident number and contact your EHS Adviser in the EHS Unit, who can change the nominated recipient for you. **Note:** Please keep any information accessed in Themis EHS Incident Reporting strictly confidential. If you have been nominated as supervisor incorrectly for an incident, please confidentially destroy any printouts or records you may have made.

With reference to sound risk management principles, I have determined there are no corrective actions appropriate to take in response to a particular EHS Incident. What should I enter regarding corrective actions?

Refer to <http://www.pb.unimelb.edu.au/ehs/riskmanagement/> for the University's Risk Management methodology. Contact your EHS Advisor for assistance with identifying appropriate corrective actions within the EHS Unit in general.

An investigation of the vast majority of EHS incidents would reveal that some measure could be taken to reduce the risk of the incident reoccurring in future. However, the investigation of a very small minority of incidents (usually low risk incidents) will indeed reveal no corrective action that is reasonable.

In this event, choose **Administrative** at **Immediate Actions to Prevent or Reduce Risk of Re-occurrence**, and briefly summarise the actions you have taken to determine that there are no reasonable corrective actions in the **Please Specify** field.

Where can I obtain further information and assistance with Themis EHS Incident Reporting?

Please contact your EHS Adviser in the EHS Unit. Details are available from the EHS website:

<http://www.pb.unimelb.edu.au/ehs/ehs/general/contact.php3>

Documentation and Training Services update

Information for New Staff

An information sheet for new Themis users has been posted on the Themis homepage (<http://www.themis.unimelb.edu.au/>), under the section 'About Themis'. This is the first in a series of support documents designed to assist staff in using Themis effectively in their role. A version of the new document will be included in all new staff induction packs soon.

The monthly Themis Self Service training program for new staff (and anyone wishing to familiarise themselves with Staff Self Service/ Research Self Service functionality) has continued to attract participants from a wide range of departments. The next sessions will be held on **Thursday, December 6th**.

Forthcoming training dates will be advertised in the News section of the Themis homepage, as well as in weekly Staff News and Research Bulletin emails.

Please email ea-training-doco@unimelb.edu.au to enrol or enquire about these sessions.

Themis Training Administrator – Training and Documentation Program Review

The EA Documentation and Training team, Human Resources and the Themis Service Desk are conducting a review of Themis Training Administrator (TTA) user documentation and training. The TTA module is used by many university training centres to publish class details and manage training enrolments. General university staff use the class information entered in TTA when they search for training sessions and enrol online through **Staff Self Service > Training and Development**.

The aim of the review is to improve communication and usability within the current system for Themis Training Administrators and Staff Self Service users, through re-development of the course structure, training materials and user documentation. A focus group was held on 18 October with representatives from key training centres, producing a range of recommendations that will serve as a basis for the support- and system-improvement strategy.

If you would like to comment or make a suggestion regarding TTA or Staff Self Service (Training and Development) user documentation and training, please contact Jane Kiddell on ext. 49478 or email: elissa@unimelb.edu.au

Themis Research - Grants and Contracts

The Melbourne Research Office and Financial Operations have scheduled Themis Research training in February 2008 for administrators of research grants and contracts. The sessions include demonstrations and practice opportunities in a lab-based environment, with the following content:

Submissions and Proposals

- Overview of Themis Grants & Contracts
- Benefits of Themis Submissions and Proposals
- Applying for a research grant
- Understanding the Submissions Workbench
- Creating a Submission record
- Understanding the Proposals Workbench
- Support

Agreements

- Benefits of Themis Agreements
- Understanding the Agreements Workbench
- Understanding Agreements Discoverer Reports
- Understanding and managing deliverables
- Creating, maintaining and monitoring budgets
- Submitting amendments and variations
- Managing the project closure process
- Support

Administrative staff will be able to enroll in this training in 2008 via Themis Staff Self Service: [Themis Grants and Contracts for Administrators \(Lab session\)](#) .

Forthcoming Themis training

The following Themis Training has been scheduled (unless otherwise indicated, enrolment is via **Themis Self Service > Training and Development**):

Advanced Themis Financials:

- 27, 28 & 29 November 2007 - 9:30am

Themis Timekeeper:

- 4 December 2007 - 9.30am

Introduction to Themis Self Service: contact ea-training-doco@unimelb.edu.au to register.

- 6 December 2007 - 2:30pm

Introduction to Themis Research: contact ea-training-doco@unimelb.edu.au to register.

- 6 December 2007 - 3:30pm

Animal Ethics Online: register via www.research.unimelb.edu.au/infosessions/ .

- 13 December 2007 - 2pm

Grants and Contracts for Administrators – Submissions and Proposals (Grants):

- 6 February 2008

Grants and Contracts for Administrators – Agreements:

- 8 February 2008

Themis hints and tips

Resetting your Themis Password

To protect your personal information from unlawful access, your Themis account needs to be reset with a different password every six months. You will be sent an email (at your University of Melbourne email address) three weeks before the password expiry date; if your password remains unchanged, a follow-up email will be sent five days prior to expiry.

A recent enhancement to security also ensures that Themis accounts are automatically locked after five invalid attempts to log in, requiring a password reset.

You can reset your Themis password at any time through the Account Registration System website: <http://accounts.unimelb.edu.au>
Instructions on changing your password are available in the Support section of the Themis website:
http://www.themis.unimelb.edu.au/support/help/refs/Start_Password.pdf

Note: after resetting your password you may need to wait for approximately five minutes before your Themis responsibilities are restored.

Contributions and feedback

The closing date for contributions to the next edition of the Themis Epistle is Wednesday **January 16th**. Please direct any queries or feedback to Marlena Axel: axelm@unimelb.edu.au

Further information

The Themis website is updated regularly with the latest information and news: www.themis.unimelb.edu.au

Themis queries may be logged online: <http://servicedesk.unimelb.edu.au/itsc/themis/>

Don't forget to check the Themis Quick Reference cards for instructions on how to complete common tasks in Themis: www.themis.unimelb.edu.au/support/help/ref_cards.html