



Welcome to the March 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

Themis End User Representation Update

As mentioned in the January Epistle, an initiative to create a Themis End User Group to represent the wider Themis end user community is under way. We now have a list of representatives from most faculties, and plan to have our first meeting before mid April.

If anybody is interested and hasn't yet contacted Marlena Axel, or has any suggestions as to how they would like to be represented, please feel welcome to do so on x42858 or via email: axelm@unimelb.edu.au.

Themis Renewal Project Update

The Themis Renewal Project is in its final stages of User Acceptance testing and is on schedule to commence the transition to the new hardware over the ANZAC weekend.

This means that the Themis system – Human Resources, Financials, Research and EHS – will not be available from **12.00pm Wednesday 23 April until 8.00am Tuesday 29 April**. This includes Themis Self Service functionality (e.g.: applying for leave or training, checking payslips, and submitting timecards).

Incomplete transactions

To assist with the smooth transition we request that Approvers action (approve or reject) any old transactions awaiting approval. Unapproved transactions could delay the upgrade and there may be workflow issues with these after the upgrade.

Changes to cut-off dates due to the Themis Renewal Project

Deadline for casual pays:

Please note that the deadline for casual pays has been brought forward to **2.00pm on Friday 18 April** (from the standard Monday cut-off).

The paper cut-off will also change from **Wednesday 16 April to Tuesday 15 April**. All timecards for payment on Thursday 24 April must be entered and approved by these deadlines.

Deadline for fortnightly pays:

The electronic cut-off for fortnightly pays has been brought forward from **Tuesday 29 April to Friday 18 April at 2.00pm**. The paper cut-off will also change from **Wednesday 23 April to Monday 14 April** (these cut-off dates have moved forward eight working days).

All timecards for payment on Friday 2 May must be entered and approved by the above deadlines. **Note:** staff will receive their payslip email notification and be able to view their payslips online on Wednesday 23 April due to the earlier running of the payroll but the pay date will remain Friday 2 May.

Financial End of Month:

The financial end of month will close on **Tuesday 6 May** and run after the upgrade. Reporting will be available at the normal time.

Updates:

- Themis end user representation
- Themis Renewal project
- Access to PageUp (e-recruitment)
- JRE required for new Themis environment
- Budget Unit Management Reporting
- Forecasting and Planning Budget release
- Themis Submissions change

Training & documentation:

- Themis training opportunities
- Forthcoming training

Hints and tips:

- Closing a purchase order
- Creating a timecard template

Look for more information on the Renewal Project via future communications on the Themis Website.

Access to PageUp (e-recruitment)

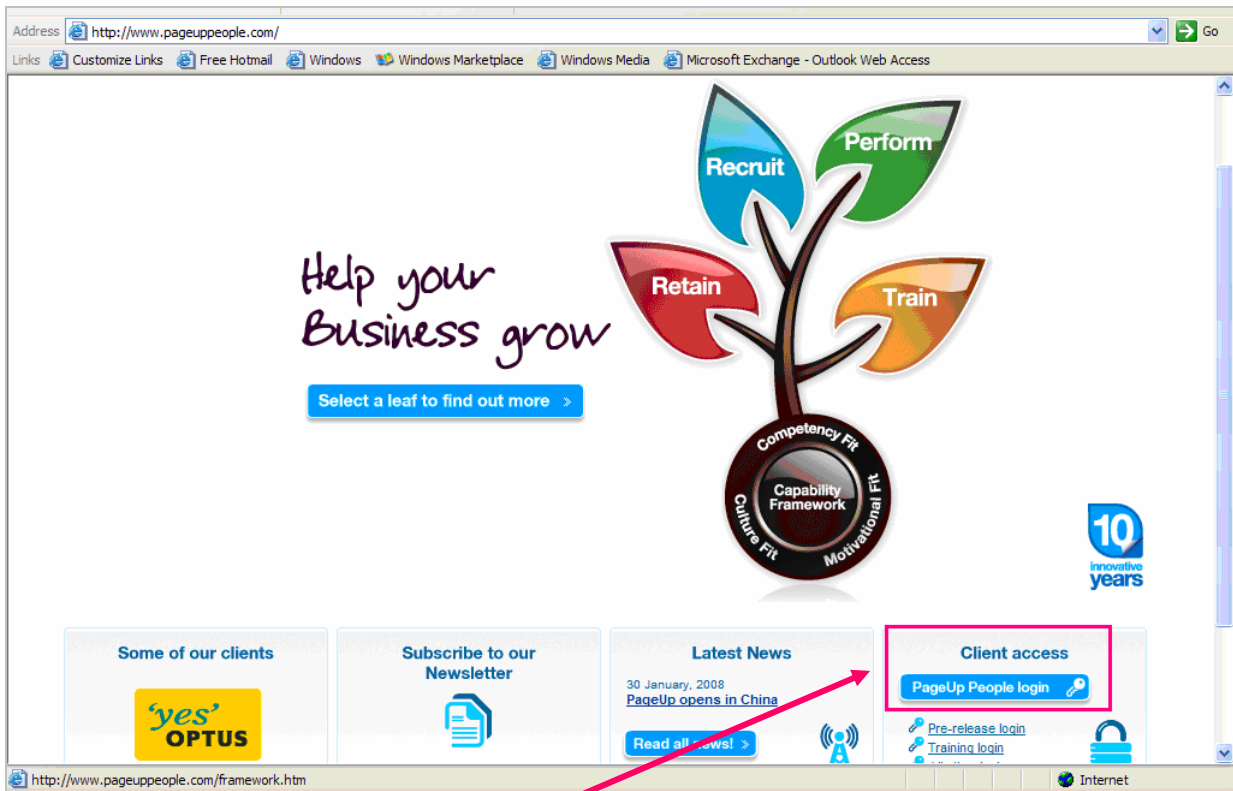
If, during the period Themis is unavailable, you need to access PageUp to:

- Prepare job requisitions to advertise positions;
- Prepare job requisitions for non-advertised appointments;
- View applications on-line;
- Communicate with applicants via PageUp;

Human Resources can provide Departmental Administrators, Panel Chairs and panel members with a password to access the PageUp system via PageUp's website at www.pageup.com.au.

To obtain this access please contact Ms Abigail Needham on extension 44083 and Abigail will arrange for PageUp to send a password to you.

1. Once you receive your password, go to the PageUp website (www.pageup.com.au).



2. Click the **PageUp People login** button.
3. Enter your login details and click the **Login** button.

Username: type in your complete University of Melbourne email address.

Password: type in the password that was emailed to you.

Security keyword: type in **uom**.

Once Themis becomes available again on Tuesday 29 April, please return to using the single sign-on to PageUp via your Themis login.

JRE Required for New Themis Environment

After the new Themis environment has gone live, users who access Themis functionality based on the Oracle Professional Forms component will require the Java Runtime Environment (JRE) to be installed on their PCs. The old Themis environment used JInitiator to launch Oracle Professional Forms, while the new Themis environment uses JRE (instead of JInitiator) to launch Oracle Professional Forms.

The people who will most likely be affected are those using Themis for financial and HR operations such as purchasing or mass timecard data entry. Macintosh users should be unaffected.

The required version of JRE will be centrally deployed to University of Melbourne desktop machines automatically over/ or just prior to the ANZAC Day weekend. However, an automated central deployment mechanism cannot reach all machines, therefore Desktop Support, in conjunction with local IT teams, are organising a rollout of the required JRE version to Themis users known to have access to Oracle Professional Forms functionality by **Wednesday 23 April 2008**.

Budget Unit Management Reporting and Project Management Reports

Are you tired of waiting for your report to run? Do you want to reduce your load on Month End Reporting?

Faster, more flexible reporting is now available. The new Report Manager functionality allows you to run and print or export your reports within seconds.

The suite of reports available in this functionality includes:

- R23 Budget & Planning
- RR1 Summary by Project
- R45 Summary by Budget Unit
- R44 Detail by Budget Unit
- RT160 Trust report

Do you want to give your Principal Researchers a single report that contains all the information they need?

The Project Management Report contains all the information in a single report, including: summary financial details; transaction listing; salary employee details; outstanding invoices; and warnings about outstanding milestones.

The Project Management reports available are:

- Project Management Report
- Project Management Report Summary

All the above reports are available through the Themis responsibility **UOM Report Manager**. To obtain this responsibility, please complete the Themis Access form (click the **System Access Form** link under the Forms section on the Themis website: <http://www.themis.unimelb.edu.au>).

Help documentation is available on the Financial Operations website: <http://www.unimelb.edu.au/finops>.

Forecasting and Planning Budget Release

During March, stage two of the Budget Setting suite was migrated to Production. These final two modules enable departments to:

- Undertake monthly forecasting of income and expenditure via the Forecasting module. This functionality includes a predictive forecast of permanent salary.
- Set a five year financial plan for income and expenditure items via the Planning Budget. This functionality enables departments and faculties/divisions to capture the financial outcomes of their business planning process.

Training on these two modules was delivered throughout March. The forecasting application will be available to departments in early April, whilst the planning budget will be available later in April, after the results of the first quarterly forecast have been consolidated.

Themis Submissions Change

Themis users who do not have an active Themis account can no longer be selected as the Primary Contact for notification purposes. This will affect academics as well as administrators. All users are urged to activate their Themis accounts as soon as possible to avoid problems. An alternate contact should be selected if an academic does not have an active Themis account.

Documentation and Training Services update

Themis Training Opportunities

Introductory Self Service and Introduction to Themis Research training sessions will resume in April. These sessions are particularly suitable for new staff (or staff who are unfamiliar with Themis Self Service), and for anyone new to a research administration role. The next sessions will be held on **Tuesday 22 April**. To enrol or enquire about these sessions, please email ea-training-doco@unimelb.edu.au.

The Documentation and Training Services team is currently reviewing the Themis Training Administrator (TTA) course. During the coming months, a pilot version of the revised course will be available to new and current users. If you have a new staff member who requires immediate training in TTA, or if you are interested in participating in the pilot training course please contact Jane Kiddell (elissa@unimelb.edu.au).

Forthcoming Themis training

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

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

- 22 April 2008 – 10am
- 6 May 2008 – 2pm
- 22 May 2008 – 10am

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

- 22 April 2008 – 11am
- 6 May 2008 – 3pm
- 22 May 2008 – 11am

How to Apply for Animal Ethics: register via www.research.unimelb.edu.au/infosessions/

- 23 April 2008 – 2pm
- 12 May 2008 – 2pm

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

- 2 April 2008 – 10am
- 7 May 2008 – 10am

Grants and Contracts for Administrators – Agreements

- 4 April 2008 – 9.30am
- 9 May 2008 – 9.30am

Themis Timekeeper (OTL)

- 1 April 2008 – 9.30am
- 6 May 2008 – 9.30am

Introduction to Themis Financials

- 14, 15, 16 & 17 April 2008 – 9.30am
- 12, 13, 14 & 15 May 2008 – 9.30am

EHS Roles and Responsibilities for Supervisors and Managers

- 7 May 2008 – 10am

EHS Roles and Responsibilities for Non-Supervisory Staff

- 7 May 2008 – 2pm

Themis hints and tips

Closing a Purchase Order

When you raise a purchase order in Themis (generally a significant purchase such as an asset), you reserve an amount of money to commit to that purchase. On occasions, the actual value of the purchase may be less than the value of the purchase order you raised in Themis. If this occurs, you will need to manually finally close the purchase order in Themis after the asset has been receipted and the invoice paid. This will free up the unused portion of the committed amount. To finally close a purchase order:

1. Navigate to **Inquiries > Purchasing Inquiry**.
The Find Purchase Orders screen will display.
2. Enter the appropriate purchase order number in the Number field and click the **Find** button.
The Purchase Order Headers screen will display.
3. Select **Tools > Control > Finally Close** from the Menu bar.

Note: it is good practice to run a report twice a year to identify purchase orders that may need to be finally closed. The Themis Service Desk can advise you on how to produce this report.

Creating a Timecard Template in Self Service

If you are regularly required to submit timecards that use consistent information (e.g.: the same days/hours a fortnight, or the same chart of accounts code), Themis allows you to create a template that you can use when recording your timecards.

1. Log in to Themis using your **UOM Staff Self Service** responsibility and select the **Timecard Templates** function.
The Templates screen will display, listing any templates that have already been created.
2. Click on the **Create Template** button.
The Create Template screen will display.

Create Template: CATTLE, BRANDON Z. 001234
* Indicates required field
* Template Name
Comments
Cancel Apply

Hours Type	Payment Type	Job Performed	Approval ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Enter a Template Name and any comments, if desired.
4. Select the type of work performed and/or the allowance you wish to record.
If you are creating a template primarily to record the chart of accounts code, you may wish to leave this information blank.
5. Select your approver from the drop-down list, if desired.
6. Enter the Chart of Accounts to charge and the Hours worked or Units required.
Note: at least one hour/unit must be entered in order to save the template (this can be a “0” hours entry if desired). Remember to adjust the hours/units section as required when you complete your timecard at a later date.
7. Once you have completed all your details, click on the **Apply** button.

Contributions and feedback

The closing date for contributions to the next edition of the Themis Epistle is Monday **May 26**. 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