

Introduction to Themis



What is Themis?

Themis is an integrated administration system used by all staff at the University to perform effectively in their role. General access is provided to all staff to facilitate personal record management and related activities (such as leave requests, training enrolment, and salary and wage administration).

Depending on your specific work responsibilities, you may also be required to use Themis to manage transactions and generate reports in the context of financial, supervisory or research administration.

Getting started in Themis

A valid University staff email account is required before you can activate your Themis account. For instructions on setting up your email account, refer to the Email > Staff Webmail section of the IT Service Centre Knowledge Base: <http://servicedesk.unimelb.edu.au/knowledgebase/itservices> . Please note that as email account creation is an overnight process, you will not be able to create both your email and Themis accounts on the same day.

To set your Themis account password and activate your account:

- 1 Use your web browser to open the Account Registration System (ARS) website: <http://accounts.unimelb.edu.au/> .
To log in, you will need to provide your full name, staff ID number, date of birth, postcode and bank account or PIN details.
- 2 Select and set the password for **themisprod** in the appropriate section of the screen.
If you are setting your password for the first time your screen will be divided into two sections: New Accounts Available for Activation and Existing Accounts.
- 3 Enter and confirm your new Themis password.
If your change has been successful, the phrase "Password changed on themisprod" will appear in red. You should wait approximately 30 minutes before logging in to Themis to allow time for the completion of background processes.

Accessing Themis

There are two ways of logging in to Themis:

- In the office: navigate to the Themis website <http://www.themis.unimelb.edu.au> and click on the **grey** Themis login button. You will be prompted to enter your username and Themis password.



- Away from the office: navigate to the Themis website <http://www.themis.unimelb.edu.au> and click on the **blue** Remote Access login button (located next to the regular login button). You will be prompted to enter your username and Themis password in the Themis SSL VPN login page. Access to Themis Self Service functionality is available from any location with an Internet connection.



Note: Themis Self Service uses pop-up windows for certain aspects of its functionality. To enable Themis to operate correctly you will need to disable your browser's pop-up blocker. For further instructions on disabling pop-up blockers refer to the Technical Support section of the Themis website: http://www.themis.unimelb.edu.au/support/technical/Popup_Blockers.html

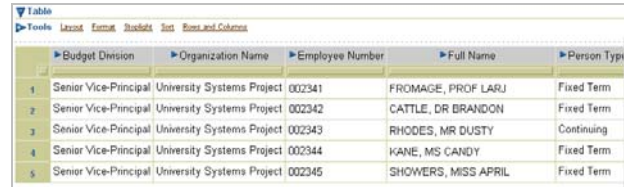
Themis responsibilities and access

Information is managed and presented in Themis in three main formats:

- Web-based data-entry and view-only forms known as the Self Service interface
- Web-based reporting through the Oracle Discoverer Reports application
- Data entry and reporting through the Oracle Forms application

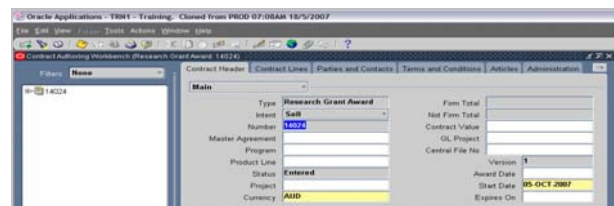


The screenshot shows the 'THEMIS Grants & Contracts' Self Service interface. It features a navigation bar with tabs for 'Submission Workbench', 'Proposed Workbench', 'Agreement Workbench', 'Grants & Contracts', 'Contracts', 'Reporting', 'Researcher Profile', and 'Publications'. Below the navigation bar, there is a 'Submission Details' section with fields for 'Submission ID' (278209), 'Submission Type' (Draft), 'Date Created' (01-Oct-2007), and 'Created By'. A 'Description' field is also visible at the bottom.



The screenshot displays the Oracle Discoverer Reports application with a table of staff members. The table has columns for 'Budget Division', 'Organization Name', 'Employee Number', 'Full Name', and 'Person Type'. The data is as follows:

Budget Division	Organization Name	Employee Number	Full Name	Person Type
1	Senior Vice-Principal University Systems Project	002341	FROMAGE, PROF LARJ	Fixed Term
2	Senior Vice-Principal University Systems Project	002342	CATTLE, DR BRANDON	Fixed Term
3	Senior Vice-Principal University Systems Project	002343	RHODES, MR DUSTY	Continuing
4	Senior Vice-Principal University Systems Project	002344	KANE, MS CANDY	Fixed Term
5	Senior Vice-Principal University Systems Project	002345	SHOWERS, MISS APRIL	Fixed Term



The screenshot shows the Oracle Forms application displaying a 'Contract Details' form. The form includes fields for 'Type' (Research Grant Award), 'Form Total' (500), 'Master Agreement Number' (14024), 'Program', 'Product Line', 'Status' (Entered), 'Project', 'Currency' (AUD), 'Form Total' (500), 'Net Firm Total', 'Contract Value', 'GL Project', 'Central File No.', 'Version' (1), 'Award Date', 'Start Date' (05-OCT-2007), and 'Expires On'.

Your role and work tasks will determine the type of access and Themis functionality required.

All University of Melbourne staff members are granted access to Themis Self Service functionality.

The **Staff Self Service** responsibility enables you to:

- View and record your employment details & personal information
- View and print your payslips and payment summaries
- Apply for leave
- Submit timecard details (casual staff) and manage overtime/expense payments
- Enrol in training
- Record and review incidents relating to environmental health and safety

The **Research Self Service** responsibility allows researchers and research administrators to:

- Administer applications for research funding
- View and update research project administration records, including financial reports and deliverable details
- Enter and view research publication records
- Create and administer applications for human or animal ethics approval
- Create and maintain professional details on a public research profile website
- Register new intellectual property details

Supervisor Self Service

Supervisor Self Service provides access to confidential information about staff reporting to you, and you may be required to authorise transactions submitted by your staff.

A separate information sheet for supervisors and workforce administrators is currently under development.

Applying for additional responsibilities

To apply for additional Themis responsibilities, download and complete the System Access Form (available under the Forms heading on the Themis website). When completed, the form should be signed, authorised by your supervisor, and faxed to the Themis Service Desk on 8344 2765.

Getting help

Themis website

The Themis website (www.themis.unimelb.edu.au) provides written support in a variety of formats:

- Quick Reference Cards (step-by-step instructions for specific tasks)
http://www.themis.unimelb.edu.au/support/help/ref_cards.html
- User Guides (detailed instructions for specific system modules)
<http://www.themis.unimelb.edu.au/training/user-guides/index.html#Finops>
- Frequently Asked Questions
<http://www.themis.unimelb.edu.au/support/faq/>
- Technical information
<http://www.themis.unimelb.edu.au/support/technical/>

Departmental Self Service Support

Self Service Support staff are available in all University departments, divisions and faculties to provide local support in using Themis. Many departments have more than one member of staff able to support others by demonstrating the use of Themis Self Service, directing staff to on-line support and training materials, and assisting others in activating their Themis account. Refer to your departmental or divisional manager for details of your local Self Service Support officer.

Themis Service Desk

The Themis Service Desk team provides technical assistance from 9am to 5pm, Monday to Friday. You may lodge Themis queries:

- Online: <http://servicedesk.unimelb.edu.au/itsc/themis>
- By phone: 8344 9500

Themis Training

Regular training is provided for a wide range of Themis modules and functions.

Introductory overview sessions

These sessions, focussing on Staff Self Service, are offered every month for new staff who have had limited or no exposure to Themis. Tailored introductory sessions are also provided for researchers, research administrators and (from 2008) supervisors and managers. Session times, details and enrolment options are publicised on the Themis website and in the weekly Staff News and Research Bulletin emails.

Module-based training courses

Module-specific courses are scheduled regularly by various providers, including the Themis Service Desk, Financial Operations, and the Melbourne Research Office. These practical, 'hands-on' sessions provide business process and outcome-based technical instruction for a wide range of Themis functions. Session times, details and enrolment options are usually publicised in the Training and Development function of Themis Staff Self Service, in the weekly Staff News and Research Bulletin emails, and through departmental or role-based user support networks.

Please note that enrolment in some courses may require supervisor approval or the completion of pre-requisite training.

For general queries relating to Themis training, please email ea-training-doco@unimelb.edu.au.