



Introducing Themis for supervisors

Themis is an integrated information management system used by all staff at the University to perform essential administrative tasks.

If you are in a supervisory role, you will have access to the Supervisor Self Service responsibility in Themis, through which you may view information relating to your staff, generate reports, and approve transactions such as requests for leave or training enrolment.

Who is a supervisor in the context of Themis HR?

The Human Resources transaction process relies on a supervisor hierarchy, which determines the level of authority/responsibility delegated to supervisors for approving transactions in Themis.

Supervisor hierarchies are managed by Human Resources and can be updated at any time as required to reflect organisational workflow structures. If you need to amend existing hierarchy details, please complete an HR14 form and submit it to Human Resources.

All electronic transactions for a group of staff are directed through an identified supervisor. The standard delegation level for direct supervisors, enabling approval of the transaction types outlined in this document, is HR Delegation Level 1. Where a supervisor does not have the delegation to approve a particular transaction it must be reassigned to the next level in the approval hierarchy (e.g.: Head of Department).

Do casual and honorary staff require a supervisor?

Yes – all honorary and casual staff must have a supervisor assigned.

Can an honorary staff member be a supervisor?

Yes – in certain circumstances honorary staff members do supervise University staff, where it is appropriate for them to be assigned access to Themis Supervisor Self Service and approve electronic transactions. The Head of Budget Division/Vice-Principal must approve an honorary staff member's assignment to HR Delegation Level 1. In all cases, the honorary supervisor must abide by all University policies and must receive appropriate training/orientation if applicable.

What information can be accessed through Supervisor Self Service?

The Supervisor Self Service responsibility provides you with access to work-related information about the staff reporting to you. Available information includes **staff contact details, employment status and position, work patterns, leave and training requests and history, reported EHS incidents, and public profile details.**

You are *not* able to access personal staff information such as banking details, payslip information, personal profile data and information that is not relevant to the work being performed (e.g.: country of birth).

As a supervisor you are responsible for:

- ensuring that the information entrusted to you is treated in confidence
- demonstrating a duty of care in relation to information about the staff reporting to you
- ensuring that personal information is dealt with in accordance with the University of Melbourne Privacy Policy

(<http://www.unimelb.edu.au/unisec/privacy/index.html>)

Approving HR transactions

What kind of transactions will I need to approve?

As a supervisor with an HR Delegation Level 1, you are authorised to approve the following transactions:

Transactions approved through Themis Supervisor Self Service:

- Annual leave
- Sick leave
- Paid paternity leave
- Family leave
- Long service leave – full pay
- Special leave (e.g.: bereavement, defence training, jury duty, blood donation)
- Change of days/work pattern (with no change in time fraction)
- Higher duties allowance (up to HEW level 9)
- Resignations
- Overtime payments
- Additional hours payments
- Casual payments
- Attendance at some University-provided training courses

Transactions approved via paper form

- General leave without salary
- Sick leave without salary
- 48/52 working arrangements
- Parental leave (maternity, adoption and partner leave)

Note: Supervisors may enter some information on behalf of staff members reporting to them. In such cases, Themis will generate a notification in the employee's Personal Homepage Worklist advising that their record has been updated. If a supervisor enters a transaction on behalf of a staff member, this transaction will be sent to the next level of the hierarchy (i.e.:the supervisor's supervisor) for approval.

How is the approval process managed in Themis?

When a staff member submits a request via Themis Self Service, an email is automatically generated to advise the supervisor that a Themis transaction is awaiting their approval. The notification includes the type of transaction, the name of the staff member submitting the request and the URL for logging in to Themis.

Note: Themis email notifications are generated in an overnight process and sent to the supervisor on the following day.

When you receive a notification:

- 1 Log in to Themis via the link contained in the email.
This will open the Themis home page (click on the login button in the upper section of the screen).
- 2 Access the notification by clicking on the appropriate link in the Worklist Preview Pane.

Worklist

From	Subject	Sent
LASTIC, LUCY	UOM Class enrollment for LASTIC, MS LUCY requires approval	24-Oct-2007

- 3 Action the notification as required.
You can approve or reject the request, or reassign the notification. Your staff member will receive a notification in their worklist confirming that the request has been actioned.

For **step-by-step instructions** on managing supervisor responsibilities in Themis, refer to the **Reference Cards** on the Themis website: http://www.themis.unimelb.edu.au/support/help/ref_cards.html .

Can I administer these transactions using paper forms?

As electronic workflows have replaced paper forms for the majority of HR supervisor transactions, processes that are available in Themis must be completed electronically. Applications for general leave without salary, sick leave without salary, and 48/52 working arrangements require the completion of an HR10 form. Applications for parental leave require the completion of an HR50A form.

Forms may be downloaded from the HR website: <http://www.hr.unimelb.edu.au/benefits/forms> .

Approval considerations

Before approving transactions, supervisors should ensure that appropriate considerations are taken into account. Refer to the Personnel Policy & Procedures manual for further information regarding the University's HR policies and procedures: <http://www.unimelb.edu.au/ppp/docs/>.

Some recommended considerations are outlined below:

Consideration	Details
Quality control – is the information contained in the transaction correct?	Responsibility for quality control rests with the person approving the transaction, as they are best placed to confirm the accuracy of data presented. Electronic workflows enable supervisors to reject approval requests or return them for correction if required. Once approved, HR transaction details are stored directly against the relevant employee's Themis record.
Does the request meet policy requirements?	Always refer to appropriate policy guidelines when considering a transaction and seek assistance if you require further information or clarification.
Has appropriate supporting documentation been provided?	There may be a requirement for the staff member to provide you with supporting documentation to validate the transaction. e.g.: medical certificate for periods of sick leave.
Have I taken into account broader departmental requirements before approving this transaction?	In many cases it is important that the transaction is considered in the broader context of activities occurring within the work unit or department (e.g.: requests for non-urgent leave during periods of peak activity or low staffing capacity). Consultation with appropriate staff is recommended before approving transactions with wider implications.
Is this being considered without bias or preference?	You must use your authority and delegation fairly at all times. The University is committed to a work environment free of discrimination on the grounds of race, gender, religion or political preference. Staff should abide by these policies in all their dealings.
Have I ensured that my decision-making processes are transparent?	You must be able to justify the reasons for your decisions.
Would approval of this transaction involve a conflict of interest?	You should avoid situations involving potential conflict between the interests of the University and your own personal interests or those of your family and friends. Should such a situation arise, the matter must be discussed with the Head of Department or budget division.

Personal communication

Please note that the management of transactions via electronic workflows does not replace the need for appropriate consultation with staff members and managers regarding work activities.

Delegations and responsibility

What is a supervisor's personal obligation regarding this delegation?

Staff with delegated authority are responsible for ensuring that transactions are considered in accordance with University of Melbourne Policies and Procedures. Supervisors are responsible for the consequences of transactions they authorise and must exercise due diligence before approving any transaction.

Note: as you are responsible for all electronic authorisations processed under your login, passwords **must** be kept confidential.

When approving transactions in Themis, you must demonstrate that you have:

- exercised skill, care and diligence
- used your authority fairly
- observed appropriate policies
- demonstrated confidentiality and privacy when accessing information

Please refer to the Human Resources website for further information regarding HR policies and procedures:

http://www.hr.unimelb.edu.au/aboutus/hr_policies

It is expected that you will receive coaching from your manager in relation to the responsibilities of your role as a supervisor. Any issues or uncertainty must be discussed to ensure that the role is clearly understood.

Inappropriate use of delegated authority will be managed in the same way as any other breach of University policy, according to Section 10 of the Personnel Policy and Procedures Manual:

<http://www.unimelb.edu.au/ppp/docs/10.html>

Supervisor hierarchy

The approval of electronic Human Resources transactions relies on a supervisor hierarchy, in which faculties and departments identify supervisors for the purpose of approving HR electronic workflow transactions. Supervisor hierarchies are managed by Human Resources and can be updated at any time to meet organisational workflow requirements. If an existing hierarchy needs to be amended, please complete an HR14 form and submit it to Human Resources.

All electronic transactions for a group of staff are directed through an identified supervisor. Where a supervisor does not have the delegation to approve a particular transaction it must be reassigned to the next level of the approval hierarchy.

Local arrangements for approval delegation

Heads of Budget Divisions and Heads of Departments may remove the delegations from positions below them in their organisational hierarchy but are not able to assign (or increase) these delegations to a person who is not a supervisor.

Themis is unable to support partial removal of transactions assigned to supervisors. If a Head of Budget Division or Head of Department wishes to alter the responsibility for transaction approval, local rules must be negotiated to accommodate these processes.

For example:

If a departmental policy requires all Special Leave to be approved by the Head of Department (HR Delegation - Level 2), the Supervisor should reassign all Themis applications for special leave to the Head of Department for approval.

If local (non-standard) procedures are followed in your department, the Head of Department should discuss and document the transactions for which supervisors are responsible and the transactions requiring escalation to a higher level of authority, so that responsibilities are clearly defined. It is recommended that this information be recorded in the position descriptions of relevant staff or in their departmental files.

Note: supervisors retain access to approve all standard transactions in Themis regardless of local process arrangements.