Timekeeper

Introduction to Themis Timekeeper

What is Themis Timekeeper?

Themis is an integrated administration system used by all staff at the University to perform functions related to their role. The Themis system services the business areas of Human Resources, Research and Finance.

Timecards are used by staff to request payments for casual work, overtime, additional hours and allowances. Some University departments use the Timekeeper module, other departments ask staff to submit payment requests directly via the Themis Staff Self Service Timecard function.

The Themis Timekeeper, or OTL (Oracle Time and Labour), module provides access to create and submit requests for payment on behalf of staff using timecards. The officer who creates and submits timecards on behalf of staff is known as the Timekeeper. The Timekeeper has the ability to create timecards and/or templates for all staff in their department, or faculty if they have an assignment at Faculty level. The Themis responsibility that gives the Timekeeper this access is called UOM Timekeeper Dept, or UOM Timekeeper Dept & Below.

Staff also have the ability to create their own timecards through Themis Staff Self Service (Timekeeper involvement is not required for timecard creation and submission).

The University's preferred method is for Timekeepers to use the Authorised Delegate function to create a template that the staff member may use to create a timecard in Staff Self Service.

The Chart of Accounts

The Chart of Accounts is the basis of any accounting system. Its purpose is to classify each financial transaction, including the payment of salary and allowances, to simplify data extraction and reporting. The chart of accounts is a series of numeric and alphanumeric fields that act as identifiers (e.g.: 01-196-40-5221-00000-GEN-82-01). The General Ledger is used to record each individual account and their transactions.

The University of Melbourne has defined eight segments (23 digits) to make up its Chart of Accounts. The table below shows the segments and an example of the available codes:

Company	Budget Unit	Section	Account*	Project	Group	Activity	Location
01	196	40	5221	00000	GEN	82	01
Uni of Melb	Social Work	Research	Casual Academic	Operating	General	Research Support Services	Parkville

* The Natural Account code will default from the employee's assignment type, and Timekeepers are not required to enter it.

Timekeepers should provide correct chart of account details to staff requesting payment. This can be done most effectively via the Authorised Delegate, create template function (refer to page 2 for further details).

Creating a timecard

There are three methods available to a Timekeeper to create a timecard for a member of staff:

- Authorised Delegate: create a template for staff member to use (preferred method)
- Authorised Delegate: create a timecard on behalf of a staff member
- Timekeeper entry

All methods required the Timekeeper to know the following details:

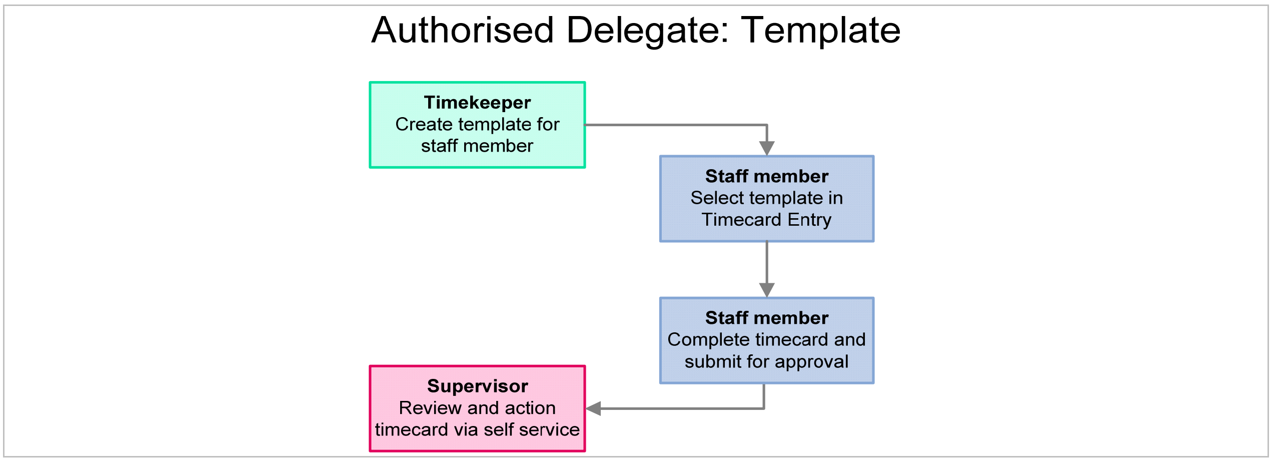
- the type of work done by the staff member (e.g.: tutorial, marking, general staff support, etc) and at which level (e.g.: initial tutorial, standard marking, HEW 5.1, etc) to ensure the correct rate of payment
- the GL chart of account code to which the payment will be charged
- the person who will approve the payment

The Authorised Delegate: create timecard and Timekeeper entry methods also require the Timekeeper to know the days and hours the staff member worked.

Authorised Delegate: Create Template (preferred method)

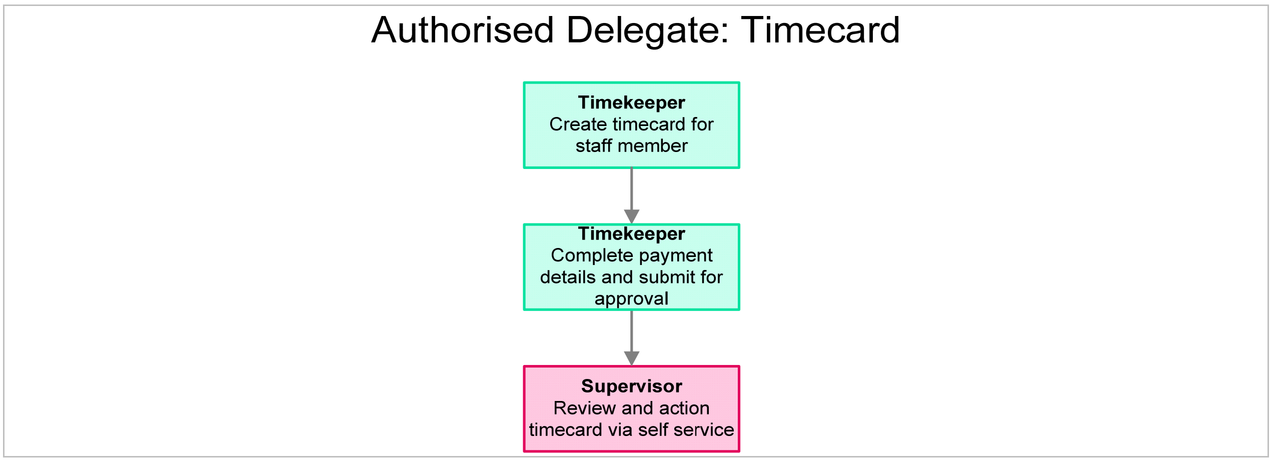
- Timekeeper creates a timecard template for staff member to be paid, which can be used every pay period.
- Staff member selects a template/s via Themis Staff Self Service, checks the details and completes any required information (e.g.: hours worked, approver, etc) in that timecard period.
- Staff member submits the timecard for approval.
- Supervisor reviews and actions timecard.

For further information, refer to the *Creating a timecard template on behalf of a staff member* reference card.



Authorised Delegate: Create Timecard

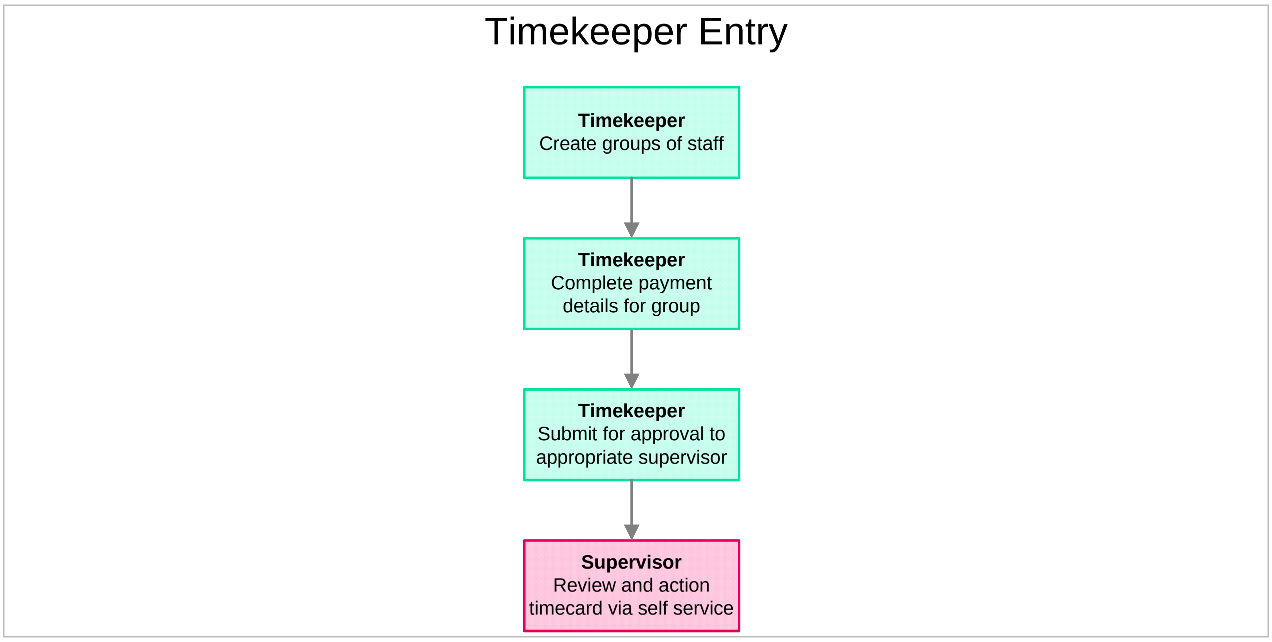
- Timekeeper creates a timecard on behalf of the staff member to be paid.
- Timekeeper enters details of payment to be made.
- Timekeeper submits for approval.
- Supervisor reviews and actions timecard.



Timekeeper Entry

- Timekeeper creates timekeeper groups of staff to be paid, according to chosen criteria.
- Timekeeper enters details of payment in group timecards every fortnight (timecard period) for staff to be paid.
- Timekeeper submits timecard/s for approval.
- Supervisor reviews and actions timecard.

For further information, refer to the *Creating a timekeeper group*, *Entering time records* and *Searching for and updating an existing group* reference cards.



Choosing a method

Creating a template via the Authorised Delegate function is the University's preferred method of creating and submitting timecards as it has significant benefits, including:

- *Flexibility:* templates can be maintained by either the Timekeeper or staff member.
- *Accuracy:* details, including charge code, can be entered accurately by the Timekeeper. This leads to less charging errors or rejections by the approver due to fewer mistakes in entry.
- *Accountability:* staff have control over the submission of their own timecards, which eliminates/reduces the Timekeeper's responsibility to meet cut-off deadlines.
- *Efficiency:* apart from the initial time taken to create templates, Timekeepers will not have to spend time each fortnight, repetitively entering payment details.

There may be instances where the use of one method of timecard creation is preferable over the others, for example:

Method	Benefit	Example
Authorised Delegate: create template	No need for details of payment to be entered every fortnight.	Casual tutor performing the same work every fortnight for a whole semester.
Authorised Delegate: create timecard	Employee is not required to create their email and Themis accounts, timekeeper not required to create timekeeper group.	One-off payment to visiting lecturer or casual employed for a short term task.
Timekeeper Entry	Bulk entry of timecards for a number of staff doing the same work.	Cyclical payments such as exam supervisors or clinical school supervising doctors paid twice yearly.
Direct entry via Staff Self Service	No involvement required by Timekeeper, the staff member is responsible.	Administrative department with low volume of payment requests.

Reviewing payments

Timekeepers may use the Timecard Status Report to monitor the submission and approval details of timecards for staff within their department/faculty. This enables Timekeepers to:

- identify unapproved payment lines for follow-up with the approver/s prior to the payment cut-off
- check the date and time timecards were approved where expected payments have not been made
- confirm that an approved timecard was transferred to payroll for payment

The report is available in both Excel and PDF format and can be run on an ad hoc basis, or Timekeepers may wish to schedule it to run at a specified time/day (e.g.: the day before a payment cut-off deadline) for distribution to approvers/managers.

For further details refer to the *Timecard Status Report* information sheet.

Themis Timekeeper Rules and Troubleshooting

Understanding timecard periods

Timecards can only be created and amended/updated in the current period and the previous five periods. Payments for time worked prior to these 12 weeks should be calculated (using the correct hourly rate for that date) and entered in a later timecard as an Hours Type of *Agreed Rate*.

Only one timecard can be created within a single payment period. However, multiple templates may be applied to an individual timecard. For example, if a staff member works in multiple departments or performs different types of work (e.g.: tutoring and exam supervision as well as general staff support) they may have a template for each department, and/or each type of work on the same timecard.

Using Agreed Rates

When entering payments as an Agreed Rate, the value is set at *$100 per unit*.

For example, if the department has agreed to pay a total amount of $450 to a staff member, the units would be entered as *4.5*, if an agreed payment is $50, the units should be entered as *0.5*.

Payment cut-off deadlines

All payment lines in a timecard must be approved (by all approvers) by the electronic cut-off deadline to ensure payment on the next payday.

- **Casual staff payments:** 4.00pm on the Monday of the casual pay week (i.e.: the Monday before they get paid).
- **Fortnightly staff payments:** 4.00pm on the Tuesday of the fortnightly pay week (i.e.: the Tuesday before they get paid).

A list of payment dates and cut-off deadlines is available on the Human Resources website: http://www.hr.unimelb.edu.au/benefits/payroll.

Payroll periods

Staff may only be paid through one payroll, either casual or fortnightly.

Hours paid to a fortnightly employee for casual work (e.g.: they work part time in one department and have undertaken casual employment in another) will always be processed in the fortnightly payroll, and paid on the fortnightly pay day with their salary.

Changing payroll

If a staff member has changed payrolls within a timecard period (either moving from casual employment to a fixed term/continuing position, or vice-versa) a timecard can't be created for that period.

Casual to fortnightly assignment

Where a casual staff member is appointed to a fortnightly position (and transfers to the fortnightly payroll) the hours worked in the last week of casual employment should be submitted to the department's HR Officer (Client Services) on an HR26 form.

Fortnightly to casual assignment

If a fortnightly assignment ends and the staff member is then employed as a casual, hours worked in the cross-over period should be submitted to the HR Payroll team on an HR26 form, to be paid as an Agreed Rate.

Creating timekeeper groups

When using the Timekeeper Entry function to enter staff payments, you will need to allocate the staff member to a timekeeper group before you can create a timecard.

Casual and fortnightly staff should be allocated to separate groups, as the timecard periods used are different (i.e.: the payments for the two categories are processed on different pay dates).

Selecting approvers in timecard entry

A Timekeeper will only be able to select an approver for a staff member's template or timecard if the primary assignment of the staff member is within the department. If the primary assignment is not in that department, the Timekeeper will not be able to select an approver and the staff member will have to complete the Approver ID field in the timecard/template themselves (i.e.: via Themis Self Service).

Themis Timekeeper training pathways

Training for Themis Timekeeper is offered in the following class format:

- **Themis Timekeeper** – 3.5hrs delivered in a lab
  Covering an introduction to Themis Timekeeper, basic Themis access and navigation, key processes including using the Authorised Delegate function, creating groups, entering payment records as well as viewing and monitoring timecards entered by staff via Staff Self Service.

For more information see: http://themis.unimelb.edu.au/support/training/timekeeper.html

Please note: you must complete training before access to the **UOM Timekeeper Dept** responsibility will be granted.

Getting help

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

- Reference cards (step-by-step instructions for specific tasks)
  http://www.themis.unimelb.edu.au/support/ref_cards.html
- Information sheets (overview of specific module, function or responsibility)
  http://www.themis.unimelb.edu.au/support/documentation/info_sheets.html

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 email: ea-help@unimelb.edu.au
- By phone: 8344 9500