Timecard Status Report

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.

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. Timecards can be used to request payments for casual work, overtime, additional hours and allowances.

Timekeeper reporting

Every Themis module contains reports that are specific to that module. The reports to which you have access are defined by the Themis responsibilities you have (e.g.: **UOM Data Entry** provides access to a number of financial reports, while **UOM Timekeeper** enables you to run the Timecard Status Report).

The Timecard Status Report provides submission and approval details across a selection of parameters enabling Timekeepers to monitor the status of timecards for staff within their department/faculty. The report can be used for a number of purposes:

- Identifying unapproved payment lines, allowing follow-up with the approver/s prior to the payment cut-off to ensure payments are not missed;
- Scheduling the report to run at specified times/days (e.g.: two days prior to a payment cut-off) and distributing the details to relevant parties (i.e.: managers, approvers, etc);
- Checking the date and time timecards were approved where expected payments have not been made (**note:** this information can be viewed for 28 days after the approval);
- Confirming that the approved timecard was transferred to payroll for payment.

Note: the report displays all timecard lines for a staff member, for all work they have done in all departments (i.e.: if, during the selected pay period, a staff member works in two departments, the Timecard Status Report will display timecard lines for both departments).

Timecard Status Report

The report is available within the **UOM Timekeeper Dept** (and Below) responsibility as well as **UOM Dept Access** (and Below).

There are two report formats available:

Report	Use
UOM Timecard Status Report (Excel)	Generate the report results in Excel format. You may then save and sort/manipulate this report as required.
UOM Timecard Status Report (PDF)	Generate the report results in PDF format. You may then print, save or send this report as required.

The report enables you to select from a variety of parameters, including:

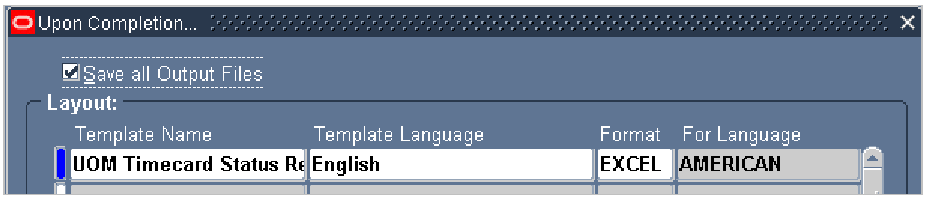
- Payroll (either casual or fortnightly)
- Pay period (either single or multiple periods may be selected)
- Department/Faculty
- Timekeeper group
- Employee
- Timecard status (approved, unapproved or both)

Running the status report

1 Navigate to the Submit Request screen (select **Other > Submit Processes and Reports** in the Navigator).

2 Select the report you wish to run and enter your parameters.

3 If you are running the Excel report, click on the **Options** button and specify *Excel* in the Layout: Format field.



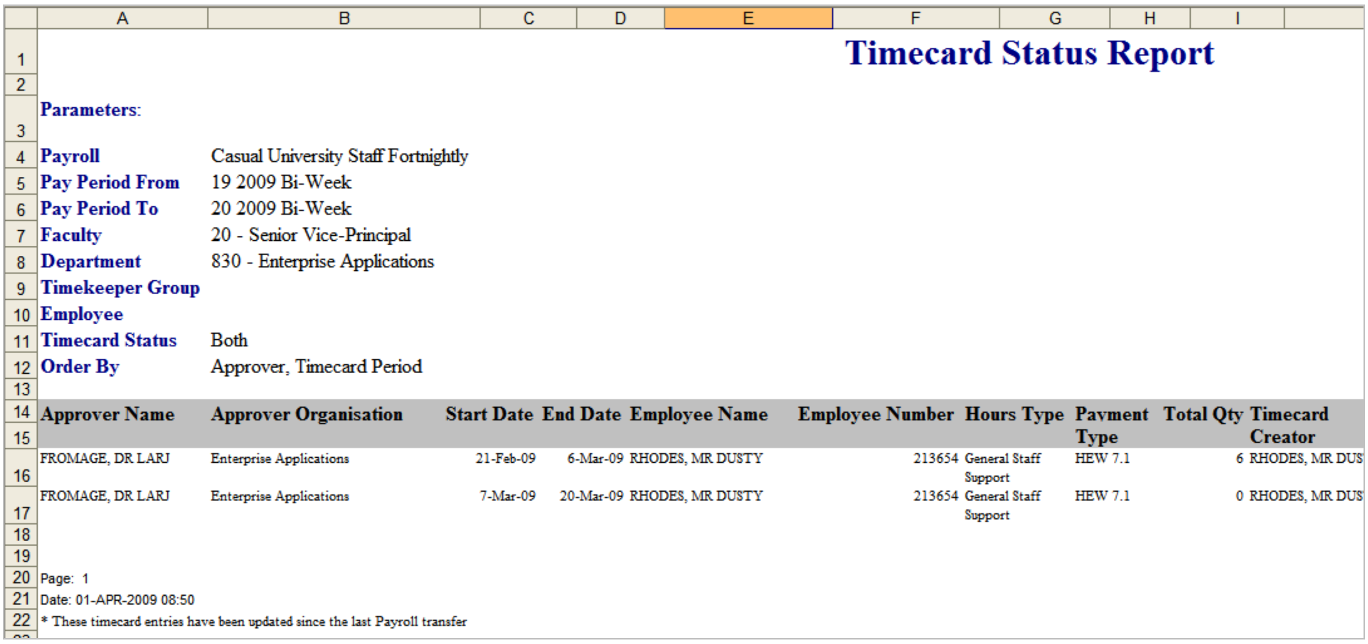
4 Click on the **Submit** button to run the report.

The Requests screen will display automatically to show the progress of your report.

5 Once your report has completed, click on the **View Output** button to view the report results in the selected format.

For further details on running this report refer to the **Using the timecard status report** reference card on the Themis website http://www.themis.unimelb.edu.au/resources/RC_Timecard_Status_Report.pdf.

The image below displays the report generated in *Excel* format.



Timecard Status Report

Parameters:

Payroll	Casual University Staff Fortnightly
Pay Period From	19 2009 Bi-Week
Pay Period To	20 2009 Bi-Week
Faculty	20 - Senior Vice-Principal
Department	830 - Enterprise Applications
Timekeeper Group	
Employee	
Timecard Status	Both
Order By	Approver, Timecard Period

Approver Name	Approver Organisation	Start Date	End Date	Employee Name	Employee Number	Hours Type	Payment Type	Total Qty	Timecard Creator
FROMAGE, DR LARJ	Enterprise Applications	21-Feb-09	6-Mar-09	RHODES, MR DUSTY	213654	General Staff Support	HEW 7.1	6	RHODES, MR DUS
FROMAGE, DR LARJ	Enterprise Applications	7-Mar-09	20-Mar-09	RHODES, MR DUSTY	213654	General Staff Support	HEW 7.1	0	RHODES, MR DUS

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Date: 01-APR-2009 08:50

* These timecard entries have been updated since the last Payroll transfer

Scheduling a report

You may wish to schedule your to run at specified intervals (e.g.: once a fortnight, monthly, on a specific date, etc).

1 Navigate to the Report/Requests function.

The Submit a New Request screen will display.

2 Ensure the *Single Request* option is selected, and click the **OK** button.

The Submit Request screen will display.

3 In the Name field, select the report you wish to schedule.

4 Enter the appropriate parameters for the selected report and click the **OK** button.

5 Click on the **Schedule** button, located in the *At these Times* section.

The Schedule screen will display. The default schedule will be *As Soon as Possible*.

6 Specify the report schedule required in the *Run the Job* section of the screen and click **OK**.

Schedule option	Action	Comment
Once	Run the report one time only at the date/time specified.	• Ensure the date/time in the *Run At* field is outside peak hours.
Periodically	Schedule the report to repeat at selected intervals (e.g.: every 5 days, 1 week, or 1 month) from the nominated start date and time.	• Ensure the date/time in the *Start At* field is outside peak hours. • Enter an end date/time in the *End At* field – do not leave this field blank as the report will run indefinitely. • Specify the interval you wish the report to be re-run.
Specific	Schedule the report to repeat on the day of the month specified (e.g.: 1st, 5th, last day, etc) or on the day of the week specified (e.g.: Monday, Thursday, etc).	• Ensure the date/time in the *Start At* field is outside peak hours. • Enter an end date/time in the *End At* field – do not leave this field blank as the report will run indefinitely. • Use the calendar to select the date or day you wish the report to run.

7 Click on the **Options** button, located in the *Upon Completion* section and set your output options.

Field	Action	Comment
Name	Enter your name if you would like to receive a Worklist Notification when the report has been run.	
Printer	Select your Themis printer from the List of Values.	This field will default from your profile settings but may be updated if required.
Copies	Enter *1* if you would like a hardcopy of your report to print automatically.	

8 Click on the **Submit** button to queue the report for the scheduled run time.

Note: if you wish to view the report output, navigate to the Requests screen.

For further details on using the Themis report schedule function refer to the **Scheduling a report** reference card on the Themis website http://themis.unimelb.edu.au/resources/RC_Scheduling_Reports.pdf.

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