

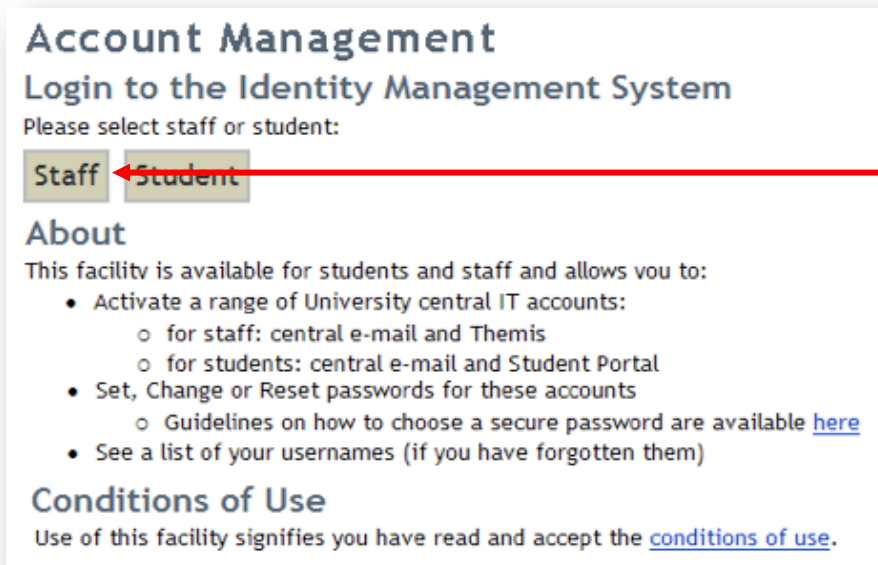
The following user guide will assist all casual staff in setting up their University email address, the University preferred method of communication and their Themis Financials account to enable casual payment through their nominated bank account.

For queries regarding payment please contact your supervisor in the first instance or email the Arts Business Centre Finance team [abcfinfo@unimelb.edu.au](mailto:abcfinfo@unimelb.edu.au).

### Creating a University of Melbourne Email Account & Themis Account

1. Once the Human Resource team have created a Themis record for you, as a new employee you will receive an email from the University of Melbourne's IT department. Within this email a temporary UMID (username) and password will be provided. This email will also contain a link which will direct you to the Identity and Access Management System (IdMS) web site. <https://accounts.unimelb.edu.au/manage>. Follow this link to navigate to the Account Management website.

**(If you do not receive an email from IT after two working days of receiving this Induction Guide and Staff ID from ABC HR, then please contact the IT Service Desk on 83444 0888 so that they can provide you with your temporary login details.)**



**Account Management**  
**Login to the Identity Management System**  
Please select staff or student:  
**Staff** **Student**  
**About**  
This facility is available for students and staff and allows you to:

- Activate a range of University central IT accounts:
  - for staff: central e-mail and Themis
  - for students: central e-mail and Student Portal
- Set, Change or Reset passwords for these accounts
  - Guidelines on how to choose a secure password are available [here](#)
- See a list of your usernames (if you have forgotten them)

**Conditions of Use**  
Use of this facility signifies you have read and accept the [conditions of use](#).

Click on the Staff button. The Staff Account Management screen will display.

2. Under the heading 'New Casual and Honorary Staff, click on 'activate my account'.

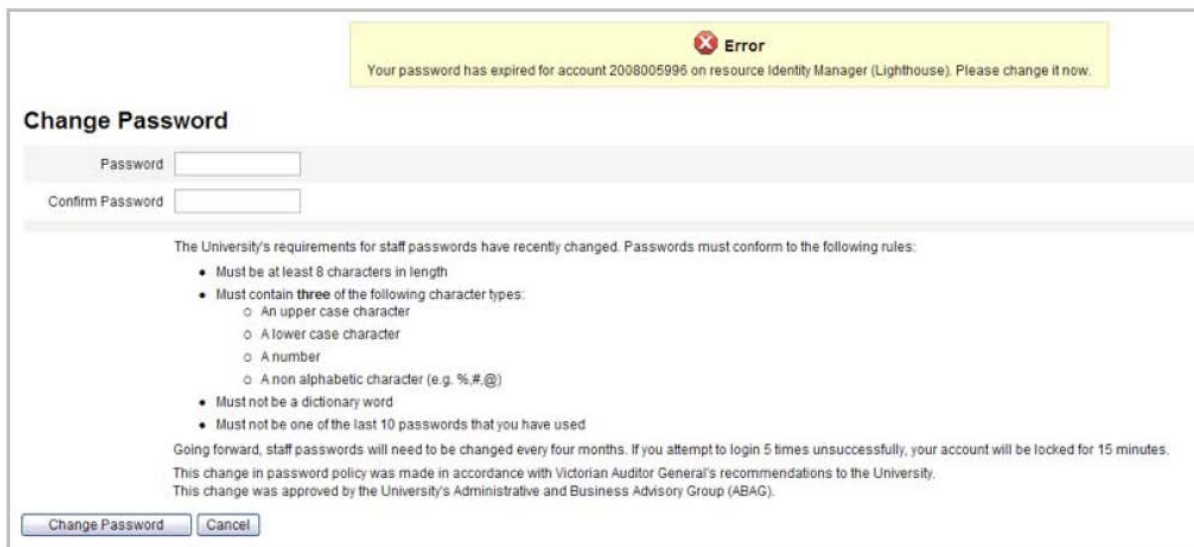
### New Casual and Honorary Staff: activating my account

I want to [activate my accounts](#) (Casual and Honorary staff only).

3. From here you will be directed to the login page. Please use the UMID and temporary password provided to you in the registration email from IT. If you are experiencing difficulties while logging in please contact the University of Melbourne IT Service Desk in the first instance on 8344 0888.



4. You will be diverted to the below page where you will be required to create your own unique password. Enter and confirm your new password and click on Change Password at the bottom of the page.



5. As this is the first time you have accessed the system, you will be prompted to provide answers to the authentication questions which will be used to allow you access to the system if you forget your password in the future.

You will be required to enter an answer for a minimum of four of the authentication questions and press **SAVE**.

### Change Answers to Authentication Questions

**Default**

Please answer at least 4 of the following questions.

Question	Answer
What is your PIN Number?	Your Themis PIN number
What was your childhood nickname?	<input type="text"/>
What is your oldest sibling's middle name?	<input type="text"/>
What school did you attend for last year of primary school?	<input type="text"/>
In what city does your nearest sibling live?	<input type="text"/>
In what city or town was your first job?	<input type="text"/>
In what city or town did your mother and father meet?	<input type="text"/>
What was the model of the first car you owned?	<input type="text"/>

Personalized Authentication Questions. Answers will be automatically converted to upper-case.

	Question	Answer
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Policy	Constraints
<b>Answer Policy</b> Applies to all answers within a login interface.	None
<b>Question Policy</b> Applies to user supplied questions within a login interface.	None

**Note:** Your current Themis PIN Number will display. You can chose to retain it as one of your answers or select another four including a personalised question.

6. Once the Authentication Questions have been saved you will be diverted to your Identity Management homepage. Click on the Requests tab, then click on Launch Requests.



7. The Update My Roles screen will display. Please note that Accounts in IdMS are referred to as Roles. Select the check box against each of the Available Roles you wish to request and click the submit button.

### Update My Roles

Update my roles on University of Melbourne systems.

Below is a list of University of Melbourne systems on which I have been assigned a role (i.e. granted access).

UMID 2010000093

#### Assigned Roles

Name	Type	Activate On	Deactivate On	Assigned By	Status
Account Registration	IT Role		Deassignment	CONTINUING	Assigned
Active Directory	IT Role		Deassignment	CONTINUING	Assigned
LDAP	IT Role		Deassignment	CONTINUING	Assigned

#### Available Roles

<input type="checkbox"/>	Name	Type	Description
<input type="checkbox"/>	<u>Themis User</u>	IT Role	A Themis user account
<input type="checkbox"/>	<u>Exchange (Light)</u>	IT Role	Assignment

- \* A Themis User Account will be required to enter and have casual hours approved.
- \* An Exchange (Light) account will be required for a University of Melbourne email account.

*This task is now complete*

*Please note that your Email Account will be active immediately after this process has been completed. However your Themis account will only be active from the next day.*



## FACULTY OF ARTS

### Induction Guide for Casual Employees

#### Activation of University of Melbourne Email and Themis Account & Timecard Template Creation

To access your staff email account or you staff Themis account,  
navigate to the University homepage and click on Staff.

The screenshot shows the University of Melbourne homepage. At the top, there is a navigation bar with links for 'Current students', 'Staff', 'A-Z directory', 'Library', and 'Faculties & Graduate Schools'. A search bar is also present. Below the navigation bar are main sections for 'STUDY', 'RESEARCH', 'COMMUNITY', and 'CONTACT & MAPS'. A large banner for 'Graduate Study Expo' is featured, dated Tuesday 9 October 2012, with a 'Register now' button. At the bottom, there are four columns of links: 'Study at Melbourne', 'Alumni', 'Community', and 'Latest news'.

For access to your staff email  
account click on Email.

For access to your staff Themis  
account where you will enter your  
casual hours click on Themis.

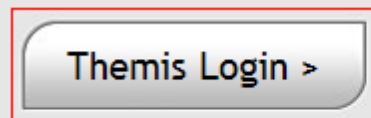
The screenshot shows the 'Staff Home Page' of the University of Melbourne. The top navigation bar includes 'STUDY', 'RESEARCH', 'ENGAGE', and 'CONTACT & MAPS'. Below this is a row of icons for various services: 'Email', 'A-Z directory', 'Email lists', 'Vacancies', 'Themis', 'ISIS', 'HR', 'IT Support', 'Calendar', 'LMS', 'Faculties', and 'Libraries'. The 'Email' and 'Themis' icons are highlighted with red arrows. The page content includes a 'Find a staff member' search box, 'Services and Resources' with a list of categories like 'Admin', 'Facilities & services', etc., 'Staff news' with a list of recent news items, 'VC Open Line' section, 'In the media' section, and a 'Twitter' feed.

### Creating a Timecard Template in Themis

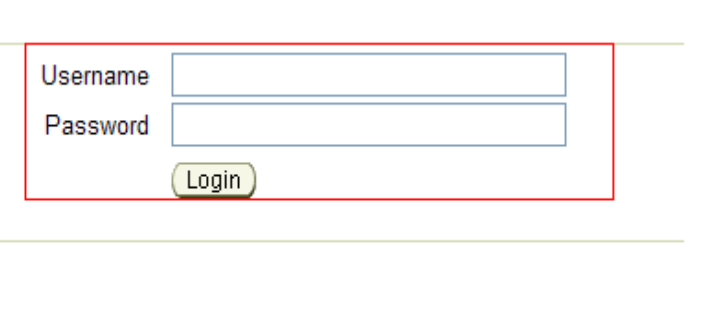
The template acts as a storage facility for your contract information so that the same information does not need to be added every week for repetitive work. The template stores information such as the payment rate and job performed as well as the account code for funding purposes.

If you are a tutor please don't enter Marking and Other Academic Activity (OAA) into your template, these hours can be claimed at the end of the semester or entered separately as the hours are completed. OAA hours can only be entered into the Template when there are regular hours to be claimed each fortnight which has been discussed and agreed by your supervisor. Similarly an estimate of hours should not be entered into the Template, hours worked need to be entered on a fortnightly basis and forwarded for approval. Your approvers name will be on the first page of your contract and is entered under approval ID.

1. Open an internet browser
2. Enter the following URL:  
**<http://www.themis.unimelb.edu.au>**
3. Click Themis login



- [University computing regulations](#)
- [Forgotten or need to reset your password?](#)
- [Scheduled maintenance](#)

A login form with a red border. It contains two input fields: "Username" and "Password". Below the fields is a "Login" button.

4. Enter your Universal UoM Username and Password.

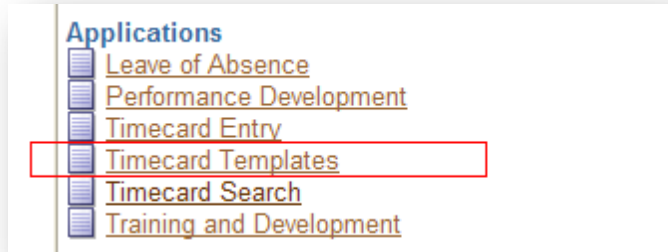
5. Click login

6. Click **UoM Staff Self Service** on the left hand side of the page

*You will now see a list of system functionalities that are available to all University of Melbourne staff. It will allow you to view and manage your personal information e.g. you will be able to view payslip information and update personal contact information.*

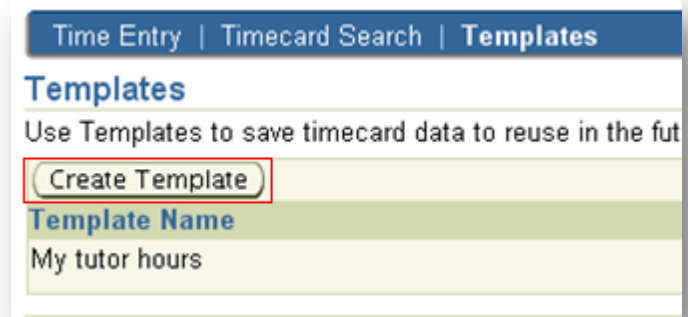
[Induction Guide for Casual Employees](#)

Activation of University of Melbourne Email  
and Themis Account & Timecard Template  
Creation



7. Click on the **Timecard Template** link, found under the heading **Applications**

8. Click on **Create Template**



\* Template Name

Comments

Hours Type	Payment Type
<input type="text"/>	<input type="text"/>

9. Enter a Template Name, e.g **Semester One 2013** or **Arts Semester One 2013** if you are working in more than one Faculty

As per your contract the following fields should be completed in the template:

- Hours Type
- Payment Type
- Job Performed
- Approval ID
- Subject
- Account Code (Coy-Dept-Sect-Proj-Grp-Act-Loc)

*NB Do not enter hours into the template; actual hours worked must be added on a fortnightly basis*

Induction Guide for Casual Employees

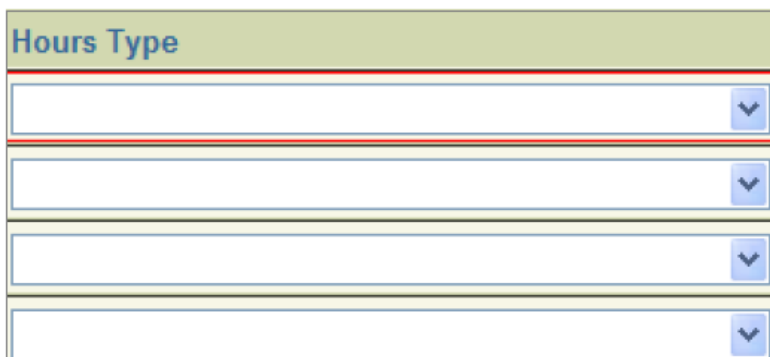
Activation of University of Melbourne Email  
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**Hours Type**

Your duties can be found on the second page of your contract

10. Click on the drop down box

11. Select an **Hours Type** that most resembles the job that you will be performing e.g Tutorial Casual or General Staff Support









**Payment Type**

12. Click on the **Payment Type** torch icon

13. Click **Go**

Payment Type	Job Performed	Approval ID
		
		
		
		
		

Results				
Select	Quick Select	Payment Type	Description	System ID
<input type="radio"/>		ATAS Post Graduate	ATAS Post Graduate	131
<input type="radio"/>		ATAS Undergraduate	ATAS Undergraduate	131
<input checked="" type="radio"/>		Initial Tutorial	Initial Tutorial	131
<input type="radio"/>		Initial Tutorial (PhD)	Initial Tutorial (PhD)	131
<input type="radio"/>		Repeat Tutorial	Repeat Tutorial	131
<input type="radio"/>		Repeat Tutorial (PhD)	Repeat Tutorial (PhD)	131

14. Select your payment type e.g initial tutorial, initial tutorial (PhD) or a HEW level (found on your contract of employment)

15. Click **Select**





FACULTY OF  
**ARTS**

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**Job Performed**

16. Click the dropdown box
17. Select Academic Teaching & Research or Casual if you are doing another form of work

**Approval ID**

18. Click the dropdown box
19. Select the approver (supervisor) that is stipulated on the first page of your contract

**Subject**

20. Type in the subject that you will be tutoring or leave this field blank if you are performing General Staff Support

**Account Code (Coy-Dept-Sect-Proj-Grp-Act-Loc)**

On the first page on the contract you will find your account code, e.g. 01-100-00-00000-gen-11-01, this must be entered into Themis correctly or it may impact your pay.

Please complete the following steps to enter each account code component.

21. Coy/Company - Enter the first 2 digit number on your contract and TAB across twice
22. Dept/Department – Enter the following 3 digit number on your contract and TAB across twice
23. Sect/Section- Enter the following 2 digit number on your contract and TAB across twice
24. Proj/Project- Enter the following 5 digit number on your contract and TAB across twice
25. Grp/Group- Enter the following 3 character component on your contract and TAB across twice
26. Act/Activity- Enter the following 2 digit component on your contract and TAB across twice
27. Loc/Location- Enter the last 2 digit component on your contract, if you are working on the Parkville campus this will always be 01.

Repeat steps 24-41 for all of your tutorials, repeat tutorials and any other standard weekly hours that you may have (excluding marking and other academic activity)

28. Click **Apply**

29. Your template has now been saved to your Themis account

Dept	Sect	Proj	Grp	Act	Loc
100	00	00000	GEN	11	01

Raising a Timecard in Themis

On a fortnightly basis you must logon to your Themis account, enter your actually hours worked and forward them on to your Supervisor as per your contract of employment.

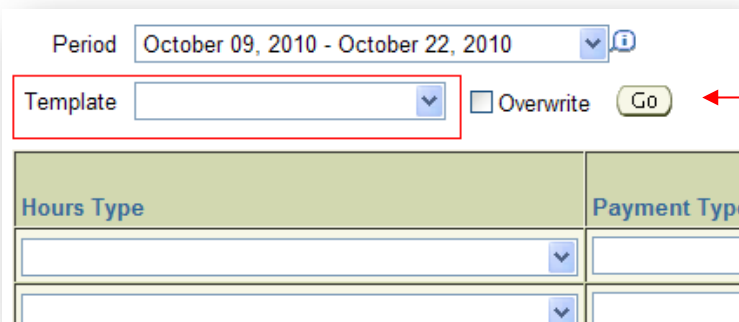
1. **Open** a browser and enter the following URL

<http://www.themis.unimelb.edu.au>

2. **Click** 'UOM Staff Self Service' on the left hand side of the page

3. **Click** on the 'Timecard Entry' link under 'Applications'

4. **Check** that the dates are correct, if not select from the dropdown list



5. Click the Template dropdown box and select Template name

6. Click Go

7. Check that the information you have entered in the steps above has populated correctly

8. Scroll across until you can see the Calendar days and corresponding dates

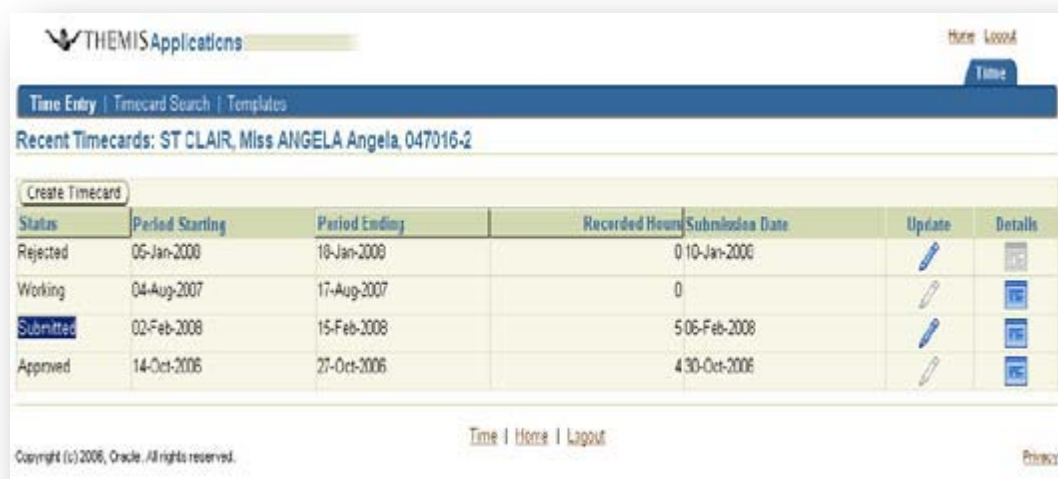
9. Enter the hours worked for each date

	Mon, Oct 18	Tue, Oct 19	Wed, Oct 20	Thu, Oct 21	Fri, Oct 22	Total
						3
						0
						0
						0

10. Once complete, to review the details of your timecard and check that the total is correct, click:

11. If the details are correct click:

*NB You will receive a confirmation that your timecard has been sent to your approver and you can always check your timecards status.*



## Further Casual Employment Information

### Timecard Approval

If your approver rejects your timecard you will receive a notification in your Themis work list for your action. It is advised to check your Themis work list prior to the payment cut-off date to ensure your timecard has been approved.

### Deadlines for submission of Casual Timecards 2012

Please note that the pay periods run from Saturday – Friday the following week, if you have any questions regarding time card cut offs please email the Arts Business Centre Finance team or your time card approver.

### Electronic Cut Off Dates 2012 –

Semester One – Deadline 5PM (Friday)	18 Jan	01 Feb	15 Feb	01 Mar	15 Mar	29 Mar	12 Apr	26 Apr	10 May	24 May	07 Jun	21 Jun
Semester One- Payment made (Thursday)	24 Jan	07 Feb	21 Feb	07 Mar	21 Mar	04 Apr	18 Apr	02 May	16 May	30 May	13 Jun	27 Jun
Semester Two – Deadline 5PM (Friday)	05 Jul	19 Jul	02 Aug	16 Aug	30 Aug	13 Sep	27 Sep	11 Oct	25 Oct	08 Nov	22 Nov	06 Dec
Semester Two – Payment made (Thursday)	11 Jul	25 Jul	08 Aug	22 Aug	05 Sep	19 Sep	03 Oct	17 Oct	31 Oct	14 Nov	28 Nov	12 Dec



### **Pay Queries**

Queries regarding the approval of work hours should be directed to your approver/supervisor in the first instance. Their name will be under the supervisor component of your contract. The Arts Business Centre Human Resources team can also be contacted on [abchr-info@unimelb.edu.au](mailto:abchr-info@unimelb.edu.au). For all other queries related to the Themis system you can contact the Themis service desk on 8344-9500.

### **Tutor Information – Hourly rates for Sessional Tutors**

Rates of payment are set by University policy. Current rates of payment can be found at:

<http://policy.unimelb.edu.au/UOM0115>

Payment for the delivery of tutorials includes:

- Tutorial preparation;
- Tutorial delivery;
- Student consultation of at least one hour per week;
- E-mail correspondence and basic administration;
- Communication with your subject coordinators other than at required meetings;
- Marking required by the supervising lecturer other than marking that is undertaken during a lecture or tutorial.

Tutors are not paid to:

- Look at essay drafts and plans;
- Engage in detailed email exchanges;
- Use tutorial time to repeat material covered in lectures.

Note: Different activities will attract different amounts of remuneration. It is your responsibility to ensure that you understand the structure of tutorial rates and clarify and address any concerns or issues with your supervisor prior to the commencement of semester.