



Welcome to the June issue of the Themis Epistle. This newsletter provides Themis users with news and updates regarding recent Themis developments, forthcoming training opportunities and hints and tips for using Themis.

Themis news and developments

Themis Publications – New Research Codes

The Australian and New Zealand Standard Research Classification (ANZSRC), produced by the Australian Bureau of Statistics (ABS), is used in the measurement and analysis of research and development undertaken in Australia and New Zealand. It replaced the Australian Standard Research Classification (ASRC) and was released in 2008. Under this release, Research Fields, Courses and Disciplines (RFCD) codes have been replaced by Fields of Research (FOR) codes, and the Socio-Economic Objective (SEO) codes have also been enhanced.

Details of these changes can be found at:

<http://www.research.unimelb.edu.au/performance/quick/codes>

All publications now must have FoR codes and new SEO codes to be verified. Any RFCD and 1998 SEO codes associated with a publication will remain but are not editable.

In addition, there is a new feature, the **Multi Select** button, in the Create Publications screen to assist with multiple FoR and 2008 SEO code selection.

Note: the example below describes selecting multiple FoR codes - selecting SEO codes will use the same process.

To add multiple codes

- 1 Click on the **Multi Select** button in the FoR (Field of Research) table.

The FoR Code table will display.

FoR Code	
Expand All Collapse All	
+	FoR Codes
+	▶ 01 - MATHEMATICAL SCIENCES
+	▶ 02 - PHYSICAL SCIENCES
+	▶ 03 - CHEMICAL SCIENCES

- 2 Click on the ▶ icon to expand a division to view the associated groups and fields.

+	▼ 1608 - SOCIOLOGY	
	160801 - Applied Sociology, Program Evaluation and Social Impact Assessment	<input type="checkbox"/>
	160802 - Environmental Sociology	<input type="checkbox"/>
	160803 - Race and Ethnic Relations	<input type="checkbox"/>
	160804 - Rural Sociology	<input type="checkbox"/>

- 3 Tick the check box/es of the FoR codes you would like to select.

Note: if you are selecting codes from multiple divisions/groups, the FoR codes already selected will remain selected when you expand each new group.

	160599 - Policy and Administration not elsewhere classified	<input checked="" type="checkbox"/>
+	▶ 1606 - POLITICAL SCIENCE	
+	▶ 1607 - SOCIAL WORK	
+	▼ 1608 - SOCIOLOGY	
	160801 - Applied Sociology, Program Evaluation and Social Impact Assessment	<input type="checkbox"/>
	160802 - Environmental Sociology	<input checked="" type="checkbox"/>
	160803 - Race and Ethnic Relations	<input type="checkbox"/>
	160804 - Rural Sociology	<input type="checkbox"/>
	160805 - Social Change	<input checked="" type="checkbox"/>

- 4 Once you have selected the required codes, click on the **OK** button to return to your publication record.

Note: Themis will remember the division and group expansions selected when you click **OK** and will automatically display the same configuration the next time you open the FoR Code screen.

The Themis reference cards have been updated to reflect these changes.

Updates from:

- Themis publications – new research codes
- Research Systems Review
- Timecard enhancements
- Kilometre allowances

Training & documentation

- Changes to Introduction to Staff Self Service
- Pilot – Hints and tips for Oracle forms
- Documentation updates

Hints & tips:

- Multiple changes to fixed assets
- Updating your mailing address

Research Systems Review

A review of Research Systems, requested by Professor Peter Rathjen, has been completed. The review was to investigate the suitability of existing Research Systems to meet the strategic and operational needs of the University now and for the next three years. The review was conducted by Manager, Research Systems, Merren Cliff in conjunction with IS, Finance and Planning and the Library.

The review recommends that within the structure of Strategic Research Programme a research information strategy be developed to deliver high quality accessible strategic research information. Themis Research should be retained. It should be modified and extended to ameliorate the major known problem areas and include additional data required to support strategic plans. It should be integrated with the Management Information System (MIS), which should be recognised as the Research Information Foundation Layer for all University non-operational reporting and analysis.

A high-level plan has been developed to achieve these objectives over the next 24-36 months. This work will involve project teams within Information Services, Finance and Planning and the Research Office,

The work to be undertaken includes:

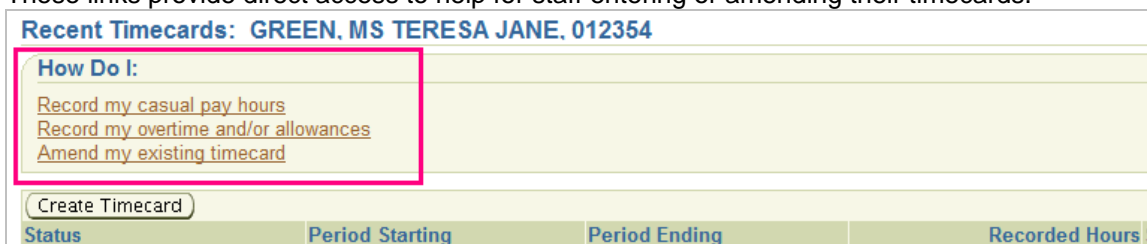
- Data cleansing project
- Automation of publication and grants uploading incorporating performance data needs
- MIS Research data project
- Animal Ethics Annual Reporting functionality
- Redesign and implementation of Grants & Contracts Submissions and Proposals
- New End User Layer to support operational reporting
- Access to MIS generated reports through Themis
- Development of operational reports
- Additional data sets for Themis Research to support research collaboration both within the University and with external agencies
- Incorporation of a Research Project Registry to provide connectivity of data with eResearch data systems

The work should be commenced as soon as possible in order to have major components for Research Performance in place for the SPR 2010 process.

Further Timecard Developments

Recent enhancements have been added to Themis Timecard Entry to assist staff submitting their timecards via Staff Self Service. Enhancements include:

- Links to existing support documentation added to timecard entry screens (i.e.: Recent Timecards, Time Entry, etc). These links provide direct access to help for staff entering or amending their timecards.



Recent Timecards: GREEN, MS TERESA JANE, 012354

How Do I:

- [Record my casual pay hours](#)
- [Record my overtime and/or allowances](#)
- [Amend my existing timecard](#)

Create Timecard

Status	Period Starting	Period Ending	Recorded Hours
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- A warning message will display in the Timecard Entry screen if a staff member attempts to update a timecard that has already been paid. This message will advise staff that the original payment entries should not be altered and any adjustments to the timecard should be entered in an additional payment line. This message will also provide a link to the **Amending an existing timecard** reference card for further information.

Changes to Kilometre Allowance

The kilometre allowance available to staff has been updated as of 12 February 2009. New rates per kilometre now apply according to the size of the car engine.

Description	Engine size	Allowance
Small car	Up to 1601 cc	63 cents
Medium car	1601 cc – 2600 cc	74 cents
Large car	2601 cc and above	75 cents

Staff are asked to claim for reimbursement via the Timecard Entry function in Themis Staff Self Service (refer to **Recording overtime and/or allowances** reference card http://www.themis.unimelb.edu.au/resources/RC_Timecard_Entry.pdf for further details). For information regarding rates please refer to <http://www.unimelb.edu.au/ppp/docs.16.html#16.6>. Note that the ATO page referred to in the PPP still displays the old rates. These will be updated at the start of the new financial year.

Documentation and Training Services update

Change to Introduction to Themis Staff Self Service

As a result of user feedback and a review of training, the Introduction to Themis Staff Self Service class has been extended, and the class will now run for **2.0 hours**.

This class provides an overview of the Themis system and Staff Self Service functions including: viewing employment information, payslip, leave balances, applying for leave and training, EH&S applications, updating personal contact information, bank details and public staff profile.

- Next scheduled class: **Wednesday 22 July 2009, 10.00am – 12.00 noon**

Pilot training – Themis Tips and Hints for Oracle forms

Based on recent feedback, the Documentation and Training Services team are running a pilot training class called **Themis Tips and Hints for Oracle forms**.

This training is designed for staff who use the Oracle forms interface in Themis (e.g.: finance users, training administrators, HR users, etc). The aim of the session will be to improve efficiency and understanding of basic navigation and tools in Oracle forms. Areas of focus will include:

- Using folders and summary tables
- Exporting data
- Search shortcuts
- Scheduling reports

The class will run for 1.5 hours in a computer lab to allow for a hands-on experience. The session will include demonstrations, example exercises and designated time for staff to share their own experiences and recommendations with the system. Staff wishing to participate in the pilot training class or who wish to provide suggestions (useful Themis hints and tips!) for the content of this session can contact ea-training-doco@unimelb.edu.au

- Scheduled class: **Wednesday 22 July 2009, 2.00pm – 3.30pm**

Themis Documentation Updates

The Documentation and Training Services team have recently added a number of new support documents to the Themis website. Documentation has been added in the following areas:

- *Themis financial transactions*: reference cards have been added in purchasing, accounts receivable, internal transactions and accounts payable
- *Themis financial information sheets*: documents have been added in purchasing, accounts payable, approving financial transactions
- *Themis Human Ethics information sheet*
- *Themis Discoverer reporting user guide*

Forthcoming Themis Training

The following Themis Training has been scheduled (unless otherwise indicated, enrol is via Themis Self Service > Training and Development):

Introduction to Themis Self Service: contact ea-training-doco@unimelb.edu.au to register

- 22 July 2009 – 10.00am

Introduction to Themis Research: contact ea-training-doco@unimelb.edu.au for information

- 16 July 2009 – 2.00pm

Introduction to Themis Supervisor Self Service:

- 23 July 2009 – 1:30pm

Themis Timekeeper:

- 11 August 2009 – 9:30am

Themis Cash Receipting:

- 20 July 2009 – 9:30am

Grants and Contracts for Administrators:

- 5 August 2009 – 10:00am (Submission and Proposals – Grants)
- 7 August 2009 – 9.30am (Agreements)

Introduction to Themis Financials:

- 8 July 2009 – 9:30am (Overview)
- 8 July 2009 – 1:00pm / 9 July 2009 – 9:30am (Transactions)
- 3 August 2009 – 9.30am (Overview)
- 5 August 2009 – 9.30am / 6 August 2009 – 9.30am (Transactions)

Themis hints and tips

Multiple Changes to Fixed Asset Details

Do you need to make numerous changes to Fixed Assets details? For example: allocation of UOM tags, asset location and/or staff changes.

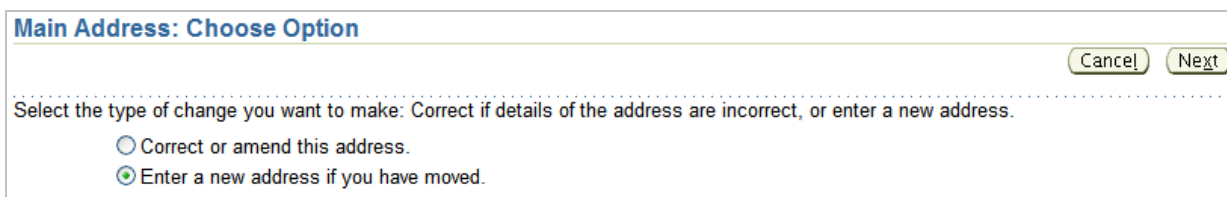
Contact the Fixed Assets Accountant (Stephen Fox) for this and other Fixed Asset issues (email: sfox@unimelb.edu.au).

Check and Update Mailing Address for Payment Summary

Human Resources will soon be generating payment summaries for staff. As these payment summaries will be mailed to the address recorded in Themis, we recommend that staff check their current mailing address and update their details if appropriate.

To enter new address details

- 1 Click on the **Update** button in the *Main Address* section of the Personal Contact Information overview screen. The Main Address: Choose Option screen will display.



- 2 Select the *Enter a new address if you have moved* option and click the **Next** button. The Main Address: Enter New Address screen will display.
- 3 Enter your address details as required.
- 4 Click the **Next** button. A review screen will display, so you can check the details you have entered and correct them if required.
- 5 Click on the **Submit** button.

For further details, refer to the **Viewing and updating your personal contact details** reference card on the Themis website (http://themis.unimelb.edu.au/resources/RC_Personal_Contact_Info.pdf)

Contributions and feedback

Please contact Marlena Axel: axelm@unimelb.edu.au with any feedback or queries, or if you have information of interest to the Themis community that you would like to contribute.

Further information

The Themis website is updated regularly with the latest information and news: www.themis.unimelb.edu.au

Themis queries may be logged online: <http://servicedesk.unimelb.edu.au/itsc/themis/>

Don't forget to check the Themis Reference cards for instructions on how to complete common tasks in Themis: www.themis.unimelb.edu.au/support/ref_cards.html

To subscribe/unsubscribe to the Themis Epistle Newsletter: <http://www.unimelb.edu.au/cgi-bin/MailServ/pmdf>