# Creating a timecard template in Themis

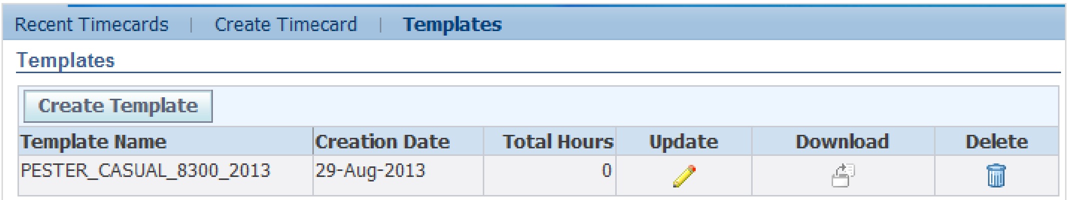
Themis enables you to create a template that may be used when you need to record and submit future timecards. For example, you may create a template that records the same days/hours each fortnight, and/or the chart of accounts code to be used for payments.

**Important:** If you are a casual staff member, Themis will automatically create a timecard template when your casual contract is first entered into the system. You may use the Timecard Templates function to update this template or create additional templates, if required.

## Creating a template

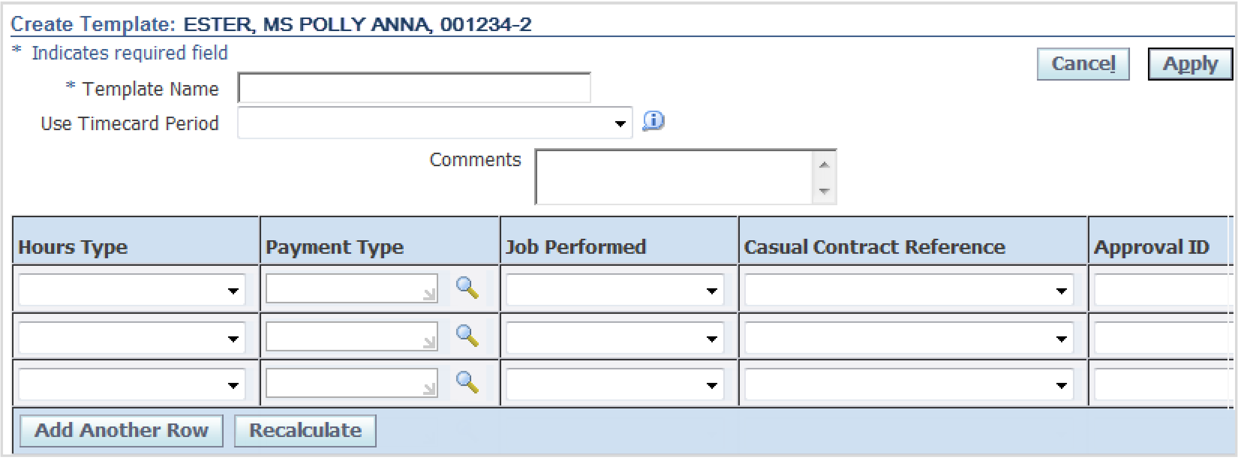
**1** Log on to Themis via your Staff Self Service responsibility and select **Timecards > Templates**.

The Templates screen will display, listing any templates that you have already created or have been created for you.




**2** Click on the **Create Template** button.

The Create Templates screen will display.




**3** Complete the Template Name field.

If you create multiple templates, you can use the name to help you identify the content/use of individual templates (e.g.: *B Cattle Conferring*, *B Cattle Casual Chemistry*, etc).

**4** Complete the Template details field as required.

**Note:** if you create a template to record the chart of accounts, you may choose to leave the hours & payment type fields blank.

| Field | Action | Comment |
|---|---|---|
| Hours Type | Select the type of work you have performed from the drop-down list. | |
| Payment Type | Select the unit of payment from the list of values (LOV). | **Note:** the values displayed in this list will be determined by the Hours Type selected above.<br>To display all values available:<br>• click on the **search** icon to display the Search and Select screen<br>• leave the search field blank and click **Go**<br>• click on the **Quick Select** icon for the desired payment type |
| Job Performed | Select the type of activities performed from the drop-down list. | |
| Casual Contract Reference | Select the appropriate casual contract reference from the drop-down list. | **Note:** if you are creating a template for allowances or overtime (fixed term or continuing staff), you should select *Not applicable*. |
| Approval ID | Select your supervisor/approver from the drop-down list. | If you have multiple approvers you may choose to leave this field blank when creating the template. |

Template details continued

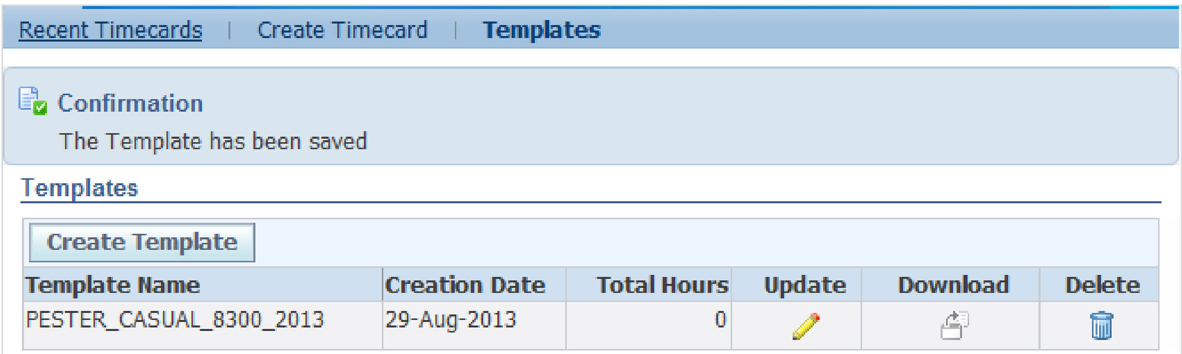
| Field | Action | Comment |
|---|---|---|
| Coy | Enter your 2 digit *Company* segment from the chart of accounts (COA) or select from the LOV. | Refer to your supervisor or Department Manager for the appropriate code. |
| Budg | Enter your 4 digit *Department/Budget Unit* segment from the COA or select from the LOV. | Refer to your supervisor or Department Manager for the appropriate code. |
| Cost | Enter your 2 digit *Cost Centre* segment from the COA or select from the LOV. | Refer to your supervisor or Department Manager for the appropriate code. |
| Proj | Enter your 6 digit *Project* segment from the COA or select from the LOV. | Refer to your supervisor or Department Manager for the appropriate code. |
| Pur | Enter your 3 digit *Local Purpose Code* segment from the COA or select from the LOV. | Refer to your supervisor or Department Manager for the appropriate code. |
| Act | Enter your 2 digit *Activity* segment from the COA or select from the LOV. | Refer to your supervisor or Department Manager for the appropriate code. |
| Loc | Enter your 2 digit *Location* segment from the COA or select from the LOV. | Refer to your supervisor or Department Manager for the appropriate code. |

**5** Enter your hours worked or units in the day/date fields, if appropriate.

**Note:** you may leave this blank if you do not have standard hours or units worked.

**6** Click on the **Apply** button.

This will save the template and return you to the Templates screen, where you can create further templates if necessary.




To create a timecard, click on the **Create Timecard** tab in the blue menu bar at the top of the screen (refer to the *Recording overtime and/or allowances in Themis* and *Submitting a casual pay timecard in Themis* reference cards for further information).

## Creating a template from an active timecard

In addition to creating a template from a blank form, you can also save your current timecard as a template for future use.

**1** Create a timecard and enter your payment details as appropriate.

**2** Click on the **Save** button to save your timecard details.

**Note:** if you do not save you timecard before creating the template, the Timecard Entry screen will close and you will lose the payment details you have entered.

**3** Complete the Template Name field (located under the CoA section) and click the **Save as a Template** button.