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. Themis timesheets are used to request payment for casual work, overtime, additional hours and allowances. There are several methods used by departments to create, submit and process timesheets. Some University departments create and submit timesheets in Themis on behalf of their staff using the Timekeeper module, other departments ask staff to create their own timesheets via the Themis Staff Self Service Timecard function (Timekeeper access is not required for this method).

The recommended method is for staff to enter their timesheets using a template in Staff Self Service. All new casual staff will have a timesheet template generated (see further information below). Timekeepers may also use the Authorised Delegate function to update or create additional templates (including the categories for payment and chart of accounts code) that the staff member uses to enter and submit their timesheet via Staff Self Service.

The Themis Timekeeper, or OTL (Oracle Time and Labour) module enables a department to create and submit requests for payment (including casual pays, allowances and overtime) on behalf of their staff. The officer who creates and submits the requests is known as the Timekeeper. The Timekeeper has the ability to create timesheets 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.

Themis will automatically generate a timesheet template for a staff member at the time their casual contract is created in Themis. This template will contain any payment details entered in the contract, including: hours and payment type, casual contract reference number and default chart of accounts. These details may be updated in the template, if required.

The Chart of Accounts

Timecards require a GL chart of accounts code to indicate which account the department will make the payment from.

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.: 01-1960-40-5221-000000-GEN-82-01). The General Ledger is used to record each individual account and their transactions.

The University of Melbourne has defined eight segments (25 digits) to make up its Chart of Accounts. The table below shows the segments and an example of the available codes:

<table>
<thead>
<tr>
<th>Company</th>
<th>Budget Unit</th>
<th>Cost Centre</th>
<th>Account*</th>
<th>Project</th>
<th>Group</th>
<th>Local Purpose Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>1960</td>
<td>40</td>
<td>5221</td>
<td>000000</td>
<td>GEN</td>
<td>82</td>
<td>01</td>
</tr>
<tr>
<td>University of Melbourne</td>
<td>Social Work</td>
<td>Research</td>
<td>Casual Academic</td>
<td>Operating</td>
<td>General</td>
<td>Research Support Services</td>
<td>Parkville</td>
</tr>
</tbody>
</table>

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

Timekeepers, department administrators or supervisors 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 or amend a template for staff member to use
- Authorised Delegate: create a timecard on behalf of a staff member
- Timekeeper entry

All methods require 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 appropriate contract reference (for casual staff)
- 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

- Timekeeper creates (or amends) a timecard template for the staff member to be paid, which can be used in 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 the timecard.

For further information, refer to Creating a timecard template for a staff member and Updating a timecard template for a staff member reference cards.
**Authorised Delegate: Create Timecard**

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

![Diagram of Authorised Delegate: Create Timecard]

For further information, refer to *Creating a timecard template for a staff member*, *Updating a timecard template for a staff member* and *Creating a timecard for a staff member* reference cards.

**Timekeeper Entry**

- Timekeeper creates groups of staff to be paid, according to chosen criteria (e.g.: casual staff in a local department)
- Timekeeper enters details of payment in group timecards every fortnight (timecard period) for staff to be paid.
- Timekeeper submits the timecard/s for approval.
- Supervisor reviews and actions the timecard.

![Diagram of Timekeeper Entry]

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

Creating/amending a template via the Authorised Delegate function is the recommended 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/review 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:

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

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 and reference card.
**Themis Timekeeper Rules and Troubleshooting**

**Understanding timecard periods and retrospective payments**
Timecards can only be created and amended/updated in the current timecard 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. Staff will need to calculate the appropriate number of units to enter based on the total amount being paid.

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).


*Note*: on occasion, a pay cut-off deadline may be altered to make allowances for public holidays and/or University closures.

**Payroll periods and categories**
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 local HR Officer 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 department’s local HR Officer 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/process_my_hr_transactions/process_my_department_timecards

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

Getting help
The Themis website provides written support in a variety of formats.
Please visit the **Process My Department Timecards support page** for the following documents:

- Reference cards (step-by-step instructions for specific tasks)
- Information sheets (overview of specific module, function or responsibility)
- Trouble-shooting and Frequently Asked Questions

**Themis Service Desk**
The Themis Service Desk team provides technical assistance from 9am to 5pm, Monday to Friday. You may lodge Themis queries:

- Online: [https://bsm.app.unimelb.edu.au/](https://bsm.app.unimelb.edu.au/)
- By phone: 8344 9500

Further Information
- Create a timecard template for a staff member reference card
- Update a timecard template for a staff member reference card
- Create a timecard for a staff member reference card
- Create a timekeeper group reference card
- Enter a time record reference card
- Run a Timecard Status Report reference card

Themis Timekeeper training