

**CHE RESOURCE GUIDE 2017** - The Staff Hub allows access to all University Services. Go to [www.unimelb.edu.au](http://www.unimelb.edu.au). Click on *Staff* (third selection) situated on the top row to get to: <http://about.unimelb.edu.au/staff>

Here you will find: Search people engine, Careers at Melbourne, [Passwords and account management](#), [IT request log in](#), Email-web access, Themis. By clicking on the Staff Hub (blue button) you will get to <https://staff.unimelb.edu.au/> (Staff Hub) for the following information: [News & Events](#) – [Structure & Governance](#) – [Local Intranets](#) (which includes MSGPH intranet and [MDHS](#)). Next line includes [THEMIS access](#), [LMS](#), [IT Help](#), [TRAINME](#), [Services](#) (Staff Services – includes requests and help for the links below)

- [Human Resources](#)
- [Students and Teaching](#)
- [Research](#)
- [Information Technology](#)
- [Health, safety and wellbeing](#)
- [Service improvements](#)
- [Finance, purchasing and travel](#)
- [Marketing and communications](#)
- [New Staff](#)
- [Campus maps and facilities](#)
- [Legal, audit, records and policy](#)

1. RESEARCH	2. IT HELP	3. FACILITIES HELP	4. FINANCE OPERATIONS
<p><b>1.1 Key contacts</b> including RIC, NHMRC, <a href="http://research.unimelb.edu.au/contact">http://research.unimelb.edu.au/contact</a></p> <p><b>1.2 Central:</b> <a href="https://staff.unimelb.edu.au/research">https://staff.unimelb.edu.au/research</a> Funding opportunities, research supervisors, services, systems and tools for researchers can all be found here under the following:</p> <ul style="list-style-type: none"> <li>• <a href="#">Commercial funding for researchers</a></li> <li>• <a href="#">Research grants</a></li> <li>• <a href="#">Research contracts</a></li> <li>• <a href="#">Research systems</a></li> <li>• <a href="#">Research ethics and integrity resources</a></li> <li>• <a href="#">Research infrastructure strategy</a></li> <li>• <a href="http://research.unimelb.edu.au/work-with-us/funding">http://research.unimelb.edu.au/work-with-us/funding</a> – covering funding schemes....</li> </ul> <p><b>1.3 Research Profile Management</b> <a href="https://staff.unimelb.edu.au/research/your-research-profile">https://staff.unimelb.edu.au/research/your-research-profile</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Update your research profile – find an expert</a></li> <li>• <a href="#">View your RHD supervisor registration status</a></li> <li>• <a href="#">Register your ORCID</a></li> <li>• <a href="https://staff.unimelb.edu.au/mdhs/research-development/research-publications-collection/orcid-for-public-research-profiling">https://staff.unimelb.edu.au/mdhs/research-development/research-publications-collection/orcid-for-public-research-profiling</a> – Information on linking ORCID with Minerva Elements and Scopus to import existing publications – go to MDHS intranet (Staff Hub – see above)</li> </ul> <p><b>1.4 Publications Management - Minerva Elements</b> Publications should be included on Minerva Elements and linked to your staff profile page. See guide: <a href="https://staff.unimelb.edu.au/research/research-systems/research-publications-collection">https://staff.unimelb.edu.au/research/research-systems/research-publications-collection</a></p> <p><b>1.5 Minerva Access</b> NHMRC and ARC policies require a version of paper post-peer review be made available. More info: <a href="http://blogs.unimelb.edu.au/oacp13/information-for-researchers-2/#version">http://blogs.unimelb.edu.au/oacp13/information-for-researchers-2/#version</a>. Copyright info: <a href="#">SHERPA/RoMEO</a> For instruction on how to deposit and link to grant: <a href="http://minerva.unimelb.edu.au/deposit">http://minerva.unimelb.edu.au/deposit</a></p> <p><b>1.6 MDHS Research Development.</b> Facilitates and supports researchers and professional staff. <a href="https://staff.unimelb.edu.au/mdhs/research-development">https://staff.unimelb.edu.au/mdhs/research-development</a> - copy and paste into browser. <a href="mailto:mdhs-research@unimelb.edu.au">mdhs-research@unimelb.edu.au</a> <a href="mailto:Mdhs-grantscontracts@unimelb.edu.au">Mdhs-grantscontracts@unimelb.edu.au</a>. – 8344 2904</p>	<p><b>2.1 Central IT Services - ext 40888 (follow the prompt)</b> For IT help, networks, passwords, IT systems, email, IT services, THEMIS resources, ISIS (student management issues) telephone (inc. teleconferencing through Optus), computers and printers.. You can also log in a request <a href="https://unimelb.service-now.com/it">https://unimelb.service-now.com/it</a></p> <p><b>2.2 Toshiba Printers</b> For printer problems on levels 5 and 4 call 40888. There will be information near the Toshiba printers. CHE staff on Level 3 should call Toshiba directly. Information is provided near the printer.</p> <p><b>2.3 MDHS IT – ext 40099</b> MDHS IT support or go to <a href="http://it.mdhs.unimelb.edu.au/">http://it.mdhs.unimelb.edu.au/</a> for the following:</p> <ul style="list-style-type: none"> <li>• Shared Drive access</li> <li>• Access to email after ceasing employment</li> <li>• Applications</li> </ul> <p>2.4 MDHS IT – Services provided please go to: <a href="http://it.mdhs.unimelb.edu.au/services/">http://it.mdhs.unimelb.edu.au/services/</a></p> <p>2.5 Wireless networks available: <a href="http://wireless.unimelb.edu.au/">http://wireless.unimelb.edu.au/</a></p> <p>2.6 Zoom online conferencing: <a href="https://le.unimelb.edu.au/video-and-media-production/zoom-web-conferencing/">https://le.unimelb.edu.au/video-and-media-production/zoom-web-conferencing/</a></p> <p>2.7 For those transferred to Cloud for Webmail access: type outlook.com/unimelb.edu.au into the browser address bar. Then follow the instructions.</p>	<p><b>Ext 40888 (follow the prompts) or go to</b> <a href="https://staff.unimelb.edu.au/campus-maps-facilities">https://staff.unimelb.edu.au/campus-maps-facilities</a></p> <p>Facilities include the following:</p> <p>For Building access, maintenance and cleaning services (maintenance, waste removal) email <a href="mailto:che-enquiry@unimelb.edu.au">che-enquiry@unimelb.edu.au</a>. I will book this through BEIMS SRS.</p> <p><a href="#">Booking space and venues</a></p> <p><a href="#">Contractor guide</a></p> <p><a href="#">Building access and security</a> – to change door times, disability access, Islamic Prayer Cen access, Lib access, order locks and keys, teaching space access, obtain or update a staff ID card. Main Security control room Email: 8344 4674. 24 hour emergency 8344 6666. 000</p> <p><a href="#">Campus Assist</a> – request for trestle tables, hot water urns, furniture moves, general waste, recyclable material</p> <p><a href="#">Mail and courier services</a></p> <p><a href="#">Maps and locations</a></p> <p><a href="#">Space management</a> – request or relinquish a space for administration, research or teaching, relocate offices</p> <p><a href="#">Transport and parking</a> – Car parking permits for staff and visitors, maintenance, traffic guidelines, myki discounts</p>	<p>Finance Operations is made up of four expert groups:</p> <p><b>Finance Relationship Group</b> – Frontline support for staff and suppliers</p> <p><b>Accounts Payable</b> – Processing Payments</p> <p><b>Business Innovation</b> – Continuous improvement and process innovation, report and benchmarking</p> <p><b>Accounting Services</b> – Accounts receivable, reconciliations, receipting and banking, asset management, requisition conversion and other services</p> <p>Finance queries: Ext 54000, opt.2 <a href="mailto:finance-help@unimelb.edu.au">finance-help@unimelb.edu.au</a></p> <p><b>4.1 Purchasing/Travel Cards (University Credit Cards)</b></p> <ul style="list-style-type: none"> <li>• UoM credit cards and reimbursement of expenses are processed through iExpense in Themis. Please make sure that <a href="#">Kylie Gilmartin</a> is selected as approver. .</li> <li>• Details on how to reconcile purchasing/travel card and reimbursement of expenses please go to: <a href="https://staff.unimelb.edu.au/finance-purchasing-travel/process-everyday-transactions/iexpenses">https://staff.unimelb.edu.au/finance-purchasing-travel/process-everyday-transactions/iexpenses</a>.</li> <li>• All Tax Invoices, Receipts, Missing receipt forms must be attached to iExpense process. This can be done at the end of the process before submitting.</li> </ul> <p><b>4.2 Coding Invoices</b> Please include the following coding on all invoices requested for payment: Account String 01-5050-x0-xxxx-0xxxxx-xxx-xx-01. Approve by _____ Signature _____ Date _____</p> <p>The invoice is then scanned and emailed to Finance Operations MDHS <a href="mailto:fin-mdhs@unimelb.edu.au">fin-mdhs@unimelb.edu.au</a> for processing. Keep a hard-copy for your files</p>
	<p><b>5. HUMAN RESOURCES</b></p> <p><b>5.1 University Services – HR Staff Hub – Information</b>, ext: 54000 Information on salary, benefits and leave, career development and training, <a href="#">HR forms</a>. <b>General Enquiries</b> - <a href="mailto:hr-fes@unimelb.edu.au">hr-fes@unimelb.edu.au</a> <b>Payroll Enquiries</b> - <a href="mailto:payroll-help@unimelb.edu.au">payroll-help@unimelb.edu.au</a> ext. 98715 <b>Health and Safety Enquiries</b> - <a href="mailto:ohs-enquiries@unimelb.edu.au">ohs-enquiries@unimelb.edu.au</a> <b>Training &amp; Development</b> - <a href="mailto:hr-capability@unimelb.edu.au">hr-capability@unimelb.edu.au</a></p> <p><b>5.2 The Academic Careers @ Melbourne.</b> Provides a one-stop site for access to information on academic professional career development. It also introduces the University-wide Academic Performance Framework and Promotion details.</p> <p><b>5.3 MDHS Human Resources</b> ext 45216 <a href="https://staff.unimelb.edu.au/mdhs/human-resources">https://staff.unimelb.edu.au/mdhs/human-resources</a> (copy and paste into browser) For information on Recruitment, Fixed-Term Contract, Casual Contract Management, Honorary appointments, career interruptions, professorial appointments etc.  Contacts: HR Business Partner: <a href="#">Sonya Fraser</a> 903 55750 and <a href="#">Gabrielle Wood</a> 903 56199 HR Advisor: <a href="#">Xueni Mo</a> – 903 57879</p> <p><b>5.4 Induction process</b> Local Induction: Supervisor given information prior to new staff starting – <a href="mailto:che-enquiry@unimelb.edu.au">che-enquiry@unimelb.edu.au</a></p>	<p><b>6. ROOM BOOKINGS – MICROSOFT OUTLOOK</b></p> <p>In Microsoft Outlook (PCs) you book rooms as you would invite people to attend meetings. In Outlook Calendar:</p> <ol style="list-style-type: none"> <li>1. Click on the date and time you require.</li> <li>2. An appointment page opens, click on Invite Attendees button at the top.</li> <li>3. Click on room button next to Location. This opens a “select rooms: all rooms” page.</li> <li>4. In the search area at the top right of the page type in “!mdhs-ph”. This filters all bookings available at 207 Bouverie Street.</li> <li>5. Double click on the desired room, press OK button and then send invitation to room.</li> <li>6. 6) You will receive an email to say that the room has accepted the invitation. If there is another booking then the room will decline the invitation.</li> </ol> <p>You can check room availability by opening Calendar tab, choosing Room List, filter rooms as above. Once you select OK it will open up under Shared Rooms.</p>	<p><b>7. TRAVEL PORTAL</b></p> <p>All staff travelling outside the metropolitan area must complete a travel portal request, whether the travel is funded/administered by UoM or by outside funds. This is for travel insurance, FBT and management. A travel portal request should also be completed for Visitors travelling on UoM funds. Please read through information located at: <a href="http://travelportal.unimelb.edu.au/">http://travelportal.unimelb.edu.au/</a></p> <ul style="list-style-type: none"> <li>• Approval of travel by your supervisor is only required if you are travelling overseas and/or do not hold financial delegation or a University credit card. Please note you must still discuss all work-related travel plans with your Supervisor before making bookings.</li> <li>• A travel diary is required if you are travelling overseas for more than 5 nights OR if you are travelling domestically for more than 5 nights and there is a personal component to your trip. See examples of travel diaries at '<a href="#">Cases and Examples</a>' section of the Finance and Planning Group Tax website.</li> <li>• Cabcharge vouchers are available to staff who do not have access to a University credit card. Email <a href="mailto:che-enquiry@unimelb.edu.au">che-enquiry@unimelb.edu.au</a></li> </ul>