

<p><b>CHE RESOURCE GUIDE 2017</b> - The Staff Hub allows access to all University Services. Go to <a href="http://www.unimelb.edu.au">www.unimelb.edu.au</a>. Click on <i>Staff</i> (third selection) situated on the top row to get to: <a href="http://about.unimelb.edu.au/staff">http://about.unimelb.edu.au/staff</a></p> <p>Here you will find: Search people engine, Careers at Melbourne, <a href="#">Passwords and account management</a>, <a href="#">IT request log in</a>, Email-web access, Themis. By clicking on the Staff Hub (blue button) you will get to <a href="https://staff.unimelb.edu.au/">https://staff.unimelb.edu.au/</a> (Staff Hub) for the following information: <a href="#">News &amp; Events</a> – <a href="#">Structure &amp; Governance</a> – <a href="#">Local Intranets</a> (which includes MSGPH intranet and MDHS). Next line includes <a href="#">THEMIS access</a>, <a href="#">LMS</a>, IT Help, <a href="#">TRAINME</a>, Services, Library, Minerva, ERMS and <a href="#">UniTravel</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Human Resources</a></li> <li>• <a href="#">Students and Teaching</a></li> <li>• <a href="#">Research</a></li> <li>• <a href="#">Information Technology</a></li> <li>• <a href="#">Health, safety and wellbeing</a></li> <li>• <a href="#">Service improvements</a></li> <li>• <a href="#">Finance, purchasing and travel</a></li> <li>• <a href="#">Marketing and communications</a></li> <li>• <a href="#">New Staff</a></li> <li>• <a href="#">Campus maps and facilities</a></li> <li>• <a href="#">Legal, audit, records and policy</a></li> </ul>			
<p><b>1. RESEARCH</b></p> <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</a> – find an expert</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> <i>copy and paste onto browser to view</i> – 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> <i>*All SEO and FoR and HERDC allocations should be included on each publication. See labelling your publications at the user guide found at this site.</i></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> - <i>copy and paste into browser.</i> <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. IT HELP</b></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 (<i>copy and paste onto browser</i>) <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 – IT and lodge a request. 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><b>2.4 MDHS IT – Services provided please go to:</b> <a href="http://it.mdhs.unimelb.edu.au/services/">http://it.mdhs.unimelb.edu.au/services/</a></p> <p><b>2.5 Wireless networks available:</b> <a href="http://wireless.unimelb.edu.au/">http://wireless.unimelb.edu.au/</a></p> <p><b>2.6 Zoom online conferencing:</b> <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><b>3. FACILITIES HELP</b></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><b>4. FINANCE OPERATIONS</b></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 <b>Kylie Gilmartin</b> 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: Okay to Pay: _____ (person who has received goods) Account String 01-5050-x0-xxxx-0xxxx-xxx-xx-01. Approve by _____ (K Gilmartin/or other Bus Mgrs) Signature _____ (approver) 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 <a href="#">Staff Hub – Information</a></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 <a href="#">Academic Careers @ Melbourne</a>.</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> (<i>copy and paste into browser</i>) 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></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-sph”. 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. UNITRavel</b></p> <p>All staff travelling outside the metropolitan area must lodge their travel with the new UniTravel site whether the travel is funded/administered by UoM or by outside funds. This is for <a href="#">travel insurance, FBT and management</a>. A travel request should also be completed for Visitors travelling on UoM funds. Please read through information located at: <a href="http://ssip.staff.unimelb.edu.au/initiatives/unitravel">http://ssip.staff.unimelb.edu.au/initiatives/unitravel</a></p> <p>The new team of travel consultants from ATP1 are now located in Room 104, <a href="#">John Smyth Building</a> (Bld 197). Consultants are available onsite from 8am - 6pm Monday to Friday. <b>To book travel or for any travel-related queries:</b> email: <a href="mailto:unitravel@unimelb.edu.au">unitravel@unimelb.edu.au</a> phone: 03 9035 5666 (24/7, 365 days a year)</p> <ul style="list-style-type: none"> <li>• <a href="#">Overview of UniTravel online booking system</a></li> <li>• <a href="#">Dashboard and updating your profile</a></li> <li>• <a href="#">Log my trip (externally funded)</a></li> </ul> <p>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></p>	

	Local Induction: Supervisor given information prior to new staff starting – <a href="mailto:che-enquiry@unimelb.edu.au">che-enquiry@unimelb.edu.au</a>		
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