

ONEMDA RESOURCE GUIDE 2023

Onemda is located within the Melbourne School of Population and Global Health (MSPGH), in the Faculty of Medicine, Dentistry and Health Sciences (MDHS). Many of the services you will access are managed by either the Centre, the School, the Faculty or the broader University Services areas. This document acts as a quick reference guide to point you in the direction of where you can log jobs with different functional areas or access further knowledge and information.

Local Intranets are found at the bottom of the Staff Hub page: **This includes MSPGH and MDHS (Onemda TBC).**

The **Staff Hub** is the main resource and information access point for all University Resources and Services- Bookmark this page! Go to www.unimelb.edu.au. Click on *Staff* (third selection) situated on the top row. Quicklink is <http://about.unimelb.edu.au/staff>

Themis is the primary University system for administering research, finance and HR. [THEMIS \(accessed in Staff Hub\)](#) is used for Staff Self Service (payslip access, logging leave); Supervisor view for employee information; claiming reimbursements or reconciling your credit card expenses; OHS; and Accessing financial dashboard.

1. RESEARCH	2. IT HELP	3. SPACE & FACILITIES	4. FINANCE OPERATIONS
<p>1.1 Research Gateway – a single point of entry for finding research services and resources. FAQs, links to resources etc. Research Helpline: +61 3 834 40999 https://gateway.research.unimelb.edu.au/</p> <p>1.2 Research Innovation and Commercialisation (RIC) provides research support relating to pre and post award support, applying and managing grants, funding scheme details and deadlines, ethics and research contracts can <u>all</u> be found on the research page. https://research.unimelb.edu.au</p> <p><i>Note:</i> When applying for funding please see your Unit's local Agreement Administrator (AA), Meg Cox in the first instance. Meg will also assist with preparing your budget, adhering to the income costing policy and seeking signatures from the Centre Director and/or Head of School as required.</p> <p>1.3 Other Research Support Resources Budget and salary calculators and pricing policy information https://gateway.research.unimelb.edu.au/resources/contracts/preparing/budget-form</p> <p>Research professional is a good e-bulletin to subscribe to for alerts on funding schemes available throughout the year https://staff.unimelb.edu.au/research/grants/find-research-funding</p> <p>1.4 Your Research Profile Management Information on activating Find an Expert and generally updating your profile, ORCID registration and information https://staff.unimelb.edu.au/research/your-research-profile</p> <p>Information on linking ORCID with Minerva Elements and Scopus to import existing publications https://staff.unimelb.edu.au/research/your-research-profile/register-your-orcid All publications data should be up to date and finalised by the 1st March each year.</p> <p>1.5 Publications Management: Minerva Elements/Access Publications should be included on Minerva Elements and linked to your staff profile page. Minerva Elements, Open Access 'how to' guides: https://staff.unimelb.edu.au/research/research-outputs#Support</p> <p><i>Note:</i> All SEO and FoR and HERDC allocations should be included on each publication. The research (FOR) codes used ultimately influence university rankings and the university's standing in Public Health. Using the 1117xxx (Public Health & Health Services) category and sub-categories is highly desirable. If you are unsure about which codes to use please see your Unit Head.</p> <p>1.4 Open Access policy - Minerva Access ARC and NHMRC Open Access Policies and compliance Guidelines: https://minerva.unimelb.edu.au/deposit/research-publications#version Copyright info: SHERPA/RoMEO - http://www.sherpa.ac.uk/romeo/index.php For instruction on how to deposit and link to grant:</p>	<p>2.1 IT Services Use the Staff Services Portal to log IT jobs and requests https://unimelb.service-now.com/it Or phone ext 40888 (follow the prompt) For IT help, networks, passwords, IT systems, email, IT services, THEMIS resources, ISIS (student management issues) telephone (inc. teleconferencing through Optus), computers and printers.</p> <p>2.2 Online web access- Office 365 apps and tools (email, sharepoint) can be found on the Staff Hub.</p> <p>2.3 UniPrint- Printing at the Uni Once you connect to UniPrint you can print from any printer in the University by logging in with your ID card or employee number. For printing or printer problems call 40888 – IT and log a request. They will need an asset number which is on the printer. Connecting to Printer for instructions please follow the links below:</p> <ul style="list-style-type: none"> • Windows: go.unimelb.edu.au/zz86 • Mac: go.unimelb.edu.au/nnp6 • Linux (Ubuntu): go.unimelb.edu.au/ojh6 <p>2.4 Unimelb Wireless The University provides wireless network access to staff, students and visitors across all University buildings and grounds. Wireless network info: http://wireless.unimelb.edu.au/</p> <p>2.5 The recommended online conferencing tool is Zoom. This can also be used for recording teaching and learning sessions. For further information please see: https://le.unimelb.edu.au/video-and-media-production/zoom-web-conferencing/</p>	<p>The Centre is responsible for the space which we occupy within MSPGH buildings. The Centre Administrator can assist with Facilities related requests and enquiries to 207 Bouverie Street and 205 Grattan Street</p> <p>Such requests would include the following:</p> <p>Building access, swipe cards, carpentry, maintenance and cleaning services (maintenance, waste removal), phone hardware, desk and furniture requests.</p> <p>Jobs can also be logged in the Staff Services Portal (on the Staff Hub) https://unimelb.service-now.com/facilities or phone Ext 40888 (Facilities – then follow the prompts)</p>	<p>Finance Resources are managed by Finance and Employee Services (FES). This team includes Payroll and Finance services and is a great starting point for your queries ext 40888. (follow prompts) Information on the finance site includes receiving money and paying invoices, paying contractors who are not employed at the University, getting and reconciling your credit card, how the Universities account coding works and much more. https://staff.unimelb.edu.au/finance-purchasing-travel To raise a purchase order please see the Centre Operations Officer ruth.hentschel@unimelb.edu.au</p> <p>4.1 Purchasing/Travel Cards (University Credit Cards)</p> <ul style="list-style-type: none"> • Credit card applications need to be discussed and approved by your supervisor. Please read the School Policy here before applying for a card - https://intranet.mspgh.unimelb.edu.au/documents/finance/Purchasing-Card-Policy-FINAL-2012-06-18.docx • Credit cards are available for staff who travel frequently. Credit card and personal reimbursement of expenses are processed through iExpense in Themis. Please make sure that your Unit's Agreement Administrator (Meg Cox) are selected as approver. • How to apply: online form found here: Credit Card application. • For details on responsibilities and how to reconcile purchasing/travel card and reimbursement of expenses please go to: https://staff.unimelb.edu.au/finance-purchasing-travel • Another useful document is found on the MSPGH intranet page, under finance. This guidance document is a useful reference on what you need to know when coding expenses. https://intranet.mspgh.unimelb.edu.au/documents/finance/iExpenses-instructions-2017_CEB-TW_V3.docx • A list of Natural accounts here: https://unimelb.service-now.com/sys_attachment.do?sys_id=6430cebfdb89085009ba3c2f7c9619b0 <p>4.2 Paying for Invoices Please include the following coding on all invoices requested for payment: <i>Account String 01-5050-20-xxxx-0xxxx-xxx-01.</i> <i>Approver Meg Cox</i> <i>Purchase Order number if applicable</i> When you upload this into the accounts payable system, the invoice is then directed to your noted Agreement Administrator as approver. The finance portal in service now can be found in the Staff Hub 'submit invoice for payment'. https://unimelb.service-now.com/finance?id=sc_category&sys_id=beadd638db00449035dc403c3a9619d2</p>

<p>http://minerva.unimelb.edu.au/deposit</p> <p>1.5 MDHS Research Development team. The Research Development team within MDHS are a further source of information and support for research related queries. https://staff.unimelb.edu.au/mdhs/research-development mdhs-research@unimelb.edu.au</p>	<p>5. HUMAN RESOURCES</p> <p>HR is managed at the local level by supervisors and the Unit's AA (Meg Cox). The HR function for employment advice and system support is split across University Services and the HR team in the Faculty – People and Culture Department.</p> <p>5.1 People and Culture MDHS Human Resources https://staff.unimelb.edu.au/mdhs/people-culture Contact: P&C Bus Partner(BP): Amy Bhagwandeem Workforce planning & strategic recruitment to be discussed with BP, and then the transactional work that comes from that is sent to the appropriate central team.</p> <p>5.2 Central University Services – Human Resources https://staff.unimelb.edu.au/human-resources ext: 40888</p> <ul style="list-style-type: none"> • HR staff hub - https://staff.unimelb.edu.au/human-resources?in_c=headernav • Submit a general request or enquiry • Contact HR Assist via online chat or phone on 8344 0888. The team is available 9 am - 5 pm on weekdays <p>Recruitment requests are made through the Central Talent Acquisition Team. All divisional and financial approvals should be raised with Business Managers prior to raising a request. https://unimelb.service-now.com/hr?id=sc_cat_item&sys_id=183dff761bb618d0ef32a68b274bcb90</p> <p>For Level D/E appointments check with Business Managers.</p> <p>Central Uni services provide information and advice such as salary and leave queries, HR forms, pay related queries. Information on Casual timecards, and working with children information. Log your job through the Staff Services Portal https://unimelb.service-now.com/hr</p> <p>5.3 Health and Safety Enquiries – ohs-enquiries@unimelb.edu.au</p> <p>5.4 The Academic Careers @ Melbourne – https://staff.unimelb.edu.au/human-resources/academic-careers@-melbourne Provides a one-stop site for access to information on academic career development. It also introduces the University-wide Academic Performance Framework and Promotion details.</p>	<p>6. ROOM BOOKINGS</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"> 1. Click on the date and time you require. 2. An appointment page opens, click on Invite Attendees button at the top. 3. Click on the TO: box – this takes you to a search area. In area of the page type in “!mdhs-sph”. This filters all bookings available at 207 Bouverie Street. 4. Double click on the desired room, press OK button and then send invitation to room. 5. 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 which you will also receive by email. <p>To book a larger room for a special event go to: https://services.unimelb.edu.au/venuehire/internal/wrb It is advisable to check Timetabling (https://sws.unimelb.edu.au/2021/) and then book room on above site.</p>	<p>7. UNITRAVEL</p> <p>All staff travelling outside the metropolitan area must lodge their travel with the UniTravel site whether the travel is funded/administered by UoM or by outside funds. This is for travel insurance, FBT and management. A travel request should also be completed for Visitors travelling on UoM funds. FAQs on travel found here https://unimelb.service-now.com/finance?id=kb_category&kb_category=ee263885dbe633400567147a3a9619b9</p> <p>To book travel or for any travel-related queries: Website: https://uom.locomotetmp.com/ email: unitravel@unimelb.edu.au phone: 03 903 55666 (24/7, 365 days a year)</p> <p>Information on travel policy, risk management, travel diaries, travel insurance, learning materials, and other FAQs go to https://unimelb.service-now.com/finance?id=kb_category&kb_category=c06951a5db898c1856766f76059619c8</p> <p>Also here: https://unimelb.service-now.com/finance?id=kb_category&kb_category=ee263885dbe633400567147a3a9619b9</p> <p>Cabcharge vouchers are no longer used at the University of Melbourne. Uber is now available to staff. For information on Uber please go to https://staff.unimelb.edu.au/finance-purchasing-travel/uber</p>
---	--	--	--