

<p>CHE RESOURCE GUIDE 2017 - The Staff Hub allows access to all University Services. Go to www.unimelb.edu.au. Click on <i>Staff</i> (third selection) situated on the top row to get to: http://about.unimelb.edu.au/staff</p> <p>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)</p> <ul style="list-style-type: none"> • 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 			
<p>1. RESEARCH</p> <p>1.1 Key contacts including RIC, NHMRC, http://research.unimelb.edu.au/contact</p> <p>1.2 Central: https://staff.unimelb.edu.au/research 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"> • Commercial funding for researchers • Research grants • Research contracts • Research systems • Research ethics and integrity resources • Research infrastructure strategy • http://research.unimelb.edu.au/work-with-us/funding – covering funding schemes.... <p>1.3 Research Profile Management https://staff.unimelb.edu.au/research/your-research-profile</p> <ul style="list-style-type: none"> • Update your research profile – find an expert • View your RHD supervisor registration status • Register your ORCID • https://staff.unimelb.edu.au/mdhs/research-development/research-publications-collection/orcid-for-public-research-profiling – Information on linking ORCID with Minerva Elements and Scopus to import existing publications – go to MDHS intranet (Staff Hub – see above) <p>1.4 Publications Management - Minerva Elements Publications should be included on Minerva Elements and linked to your staff profile page. See guide: https://staff.unimelb.edu.au/research/research-systems/research-publications-collection</p> <p>1.5 Minerva Access NHMRC and ARC policies require a version of paper post-peer review be made available. More info: http://blogs.unimelb.edu.au/oacp13/information-for-researchers-2/#version. Copyright info: SHERPA/RoMEO For instruction on how to deposit and link to grant: http://minerva.unimelb.edu.au/deposit</p> <p>1.6 MDHS Research Development. Facilitates and supports researchers and professional staff. https://staff.unimelb.edu.au/mdhs/research-development - copy and paste into browser. mdhs-research@unimelb.edu.au Mdhs-grantscontracts@unimelb.edu.au. – 8344 2904</p>	<p>2. IT HELP</p> <p>2.1 Central IT Services - 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.. You can also log in a request https://unimelb.service-now.com/it</p> <p>2.2 Toshiba Printers 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>2.3 MDHS IT – ext 40099 MDHS IT support or go to http://it.mdhs.unimelb.edu.au/ for the following:</p> <ul style="list-style-type: none"> • Shared Drive access • Access to email after ceasing employment • Applications <p>2.4 MDHS IT – Services provided please go to: http://it.mdhs.unimelb.edu.au/services/</p> <p>2.5 Wireless networks available: http://wireless.unimelb.edu.au/</p> <p>2.6 Zoom online conferencing: https://le.unimelb.edu.au/video-and-media-production/zoom-web-conferencing/</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>3. FACILITIES HELP</p> <p>Ext 40888 (follow the prompts) or go to https://staff.unimelb.edu.au/campus-maps-facilities</p> <p>Facilities include the following:</p> <p>For Building access, maintenance and cleaning services (maintenance, waste removal) email che-enquiry@unimelb.edu.au. I will book this through BEIMS SRS.</p> <p>Booking space and venues</p> <p>Contractor guide</p> <p>Building access and security – 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>Campus Assist – request for trestle tables, hot water urns, furniture moves, general waste, recyclable material</p> <p>Mail and courier services</p> <p>Maps and locations</p> <p>Space management – request or relinquish a space for administration, research or teaching, relocate offices</p> <p>Transport and parking – Car parking permits for staff and visitors, maintenance, traffic guidelines, myki discounts</p>	<p>4. FINANCE OPERATIONS</p> <p>Finance Operations is made up of four expert groups:</p> <p>Finance Relationship Group – Frontline support for staff and suppliers</p> <p>Accounts Payable – Processing Payments</p> <p>Business Innovation – Continuous improvement and process innovation, report and benchmarking</p> <p>Accounting Services – Accounts receivable, reconciliations, receipting and banking, asset management, requisition conversion and other services</p> <p>Finance queries: Ext 54000, opt.2 finance-help@unimelb.edu.au</p> <p>4.1 Purchasing/Travel Cards (University Credit Cards)</p> <ul style="list-style-type: none"> • UoM credit cards and reimbursement of expenses are processed through iExpense in Themis. Please make sure that Kylie Gilmartin is selected as approver. . • Details on how to reconcile purchasing/travel card and reimbursement of expenses please go to: https://staff.unimelb.edu.au/finance-purchasing-travel/process-everyday-transactions/iexpenses. • 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. <p>4.2 Coding Invoices 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 fin-mdhs@unimelb.edu.au for processing. Keep a hard-copy for your files</p>
<p>5. HUMAN RESOURCES</p> <p>5.1 University Services – HR Staff Hub – Information. ext: 54000 Information on salary, benefits and leave, career development and training, HR forms. General Enquiries - hr-fes@unimelb.edu.au Payroll Enquiries - payroll-help@unimelb.edu.au ext. 98715 Health and Safety Enquiries - ohs-enquiries@unimelb.edu.au Training & Development - hr-capability@unimelb.edu.au</p> <p>5.2 The Academic Careers @ Melbourne. 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>5.3 MDHS Human Resources ext 45216 https://staff.unimelb.edu.au/mdhs/human-resources (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: Sonya Fraser 903 55750 and Gabrielle Wood 903 56199 HR Advisor: Xueni Mo – 903 57879</p> <p>5.4 Induction process Local Induction: Supervisor given information prior to new staff starting – che-enquiry@unimelb.edu.au</p>	<p>6. ROOM BOOKINGS – MICROSOFT OUTLOOK</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 room button next to Location. This opens a “select rooms: all rooms” page. 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. 5. Double click on the desired room, press OK button and then send invitation to room. 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. <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>7. TRAVEL PORTAL</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: http://travelportal.unimelb.edu.au/</p> <ul style="list-style-type: none"> • 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. • 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 'Cases and Examples' section of the Finance and Planning Group Tax website. • Cabcharge vouchers are available to staff who do not have access to a University credit card. Email che-enquiry@unimelb.edu.au 	