


# Where do I start with my queries?


## Finance

 **TO CONTACT FINANCE**  
**+613 834 (40888)**


### STAFF SERVICES

 To log a general finance query (Service Now)  
<https://unimelb.service-now.com/finance>


**RESEARCHER PROJECT DASHBOARD** to check your projects, proposals and finance reports.

 <https://gateway.research.unimelb.edu.au/resources/systems-reporting/myproposals-and-projects/files/Researcher-Financials-FAQs.pdf>

### FINANCE, PURCHASING & TRAVEL FORMS


 iExpenses, purchasing, UniTravel, and non-staff payment information.  
<https://staff.unimelb.edu.au/finance-purchasing-travel>


### IEXPENSES


 Credit cards and claiming personal reimbursements can be found at this site  
[https://unimelb.service-now.com/finance?id=kb\\_category&kb\\_category=2fd20a98dbc77b40f3e4446b3a961962](https://unimelb.service-now.com/finance?id=kb_category&kb_category=2fd20a98dbc77b40f3e4446b3a961962)

## HR


### TO CONTACT HR SERVICES.

 For any transactional queries such as pay queries, forms to change EFT, casual time cards  
**+613 834 (40888)**

 Contact HR Assist via [online chat](#).  
General HR Enquiries and request can be lodged [here](#).

 To log a general HR query (Service Now)  
<https://unimelb.service-now.com/hr>


Visas and recruitment requests, Central Services Talent Acquisition team here:

 [https://unimelb.service-now.com/hr?id=sc\\_cat\\_item&sys\\_id=183dff761bb618d0ef32a68b274bcb90](https://unimelb.service-now.com/hr?id=sc_cat_item&sys_id=183dff761bb618d0ef32a68b274bcb90)  
Your Agreement Administrator (AA) must obtain budget approval from MPSGH for all **staff appointments** and **renewals** prior to raising request.

**MDHS FACULTY HR** (People and Culture). Workforce planning & strategic recruitment to be discussed with HR Business Partner, and then the transactional work that comes from that is sent to the appropriate central team.

### For advice:

 **Amy Bhagwandeem** - [amy.bhagwandeem@unimelb.edu.au](mailto:amy.bhagwandeem@unimelb.edu.au)

 P&C Business Partner

 <https://staff.unimelb.edu.au/mdhs/people-culture>

## Legal

### RESEARCH AGREEMENTS

Should be submitted in Themis workbench.  
<https://staff.unimelb.edu.au/research/research-contracts/submit-research-contracts-and-supporting-documentation>

### NON RESEARCH AGREEMENTS

Queries and contracts should be logged in the legal portal  
<https://staff.unimelb.edu.au/legal-audit-records-policies/legal-services-advice/legal-review-of-non-template-agreement>

For existing contracts which require variation or replacement submit in Themis Contract Submission  
<https://staff.unimelb.edu.au/research/research-contracts/submit-research-contracts-and-supporting-documentation>

Your Agreement Administrator (AA) is listed for all queries where required so that they are contacted.

## Research Profiles & Publications

Find an Expert  
<https://findanexpert.unimelb.edu.au>




## Staff Hub

 <https://staff.unimelb.edu.au/>

Access point to all services & knowledge hub.


## Staff Services/ Service Now

Log jobs for all services in the Staff Services Portal.



IT, Finance, HR, Payroll, Legal, Advancement.  
 <https://unimelb.service-now.com/sp>

## Finance & HR

 ext 40888 (4)  
 +613 834 40888


 General staff services (Service Now)  
<https://unimelb.service-now.com/finance>

## IT Service Desk

 ext 40888 (3)  
 +613 834 40888

 <https://unimelb.service-now.com/it>

## Themis

 <https://themis.unimelb.edu.au/home>  
iExpenses, purchasing, leave, pay info, REPAAR, time fraction change, time card submission.

## Onemda Resources guide

 [https://mspgh.unimelb.edu.au/\\_data/assets/pdf\\_file/0006/4593984/Onemda-Resource-Guide-Master.pdf](https://mspgh.unimelb.edu.au/_data/assets/pdf_file/0006/4593984/Onemda-Resource-Guide-Master.pdf)

## Research Gateway

 +613 834 40999  
Research support services and resources at the University  
<https://gateway.research.unimelb.edu.au/#about>

## Submitting Grant Applications

### STEPS WHEN APPLYING FOR FUNDING:

1. Check Staff Hub/Research for guidelines for specific funders/schemes.



<https://staff.unimelb.edu.au/research/grants>

If your funding scheme is internal and administered by MDHS or requires matching funding – also see the MDHS intranet.



<https://staff.unimelb.edu.au/mdhs/research-development>

2. Advise your Agreement Administrator (AA). They can assist with reviewing your budget.

3. Be aware that Category 2-4 funding requires an overhead charge to be applied.



<https://gateway.research.unimelb.edu.au/resources/contracts/preparing/costing-pricing-support>

4. If an overhead waiver is being requested you must do this before submission. See the form on the MSPGH intranet.



<https://intranet.mspgh.unimelb.edu.au/>

5. Use the various calculators to prepare your budget available on the RIC webpage. <https://staff.unimelb.edu.au/research/grants/preparing-a-research-budget>



### NOTES:

Documents requiring Head of Department (HOD - Onemda Director)/Head of School (HOS - School Director) sign off must be submitted to your Agreement Administrator (AA).

Allow at least 3 days for the documents to be returned to you.



## I have been awarded funding

### FOR RESEARCH FUNDING:

1. Ascertain if the funder wishes to use their own agreement or if a Uni standard agreement can be used (use Staff Hub/Research).  
[https://unimelb.service-now.com/legal?id=kb\\_article&sys\\_id=c941722d1b3e98183b56422ccc4bcb04](https://unimelb.service-now.com/legal?id=kb_article&sys_id=c941722d1b3e98183b56422ccc4bcb04)
2. Be aware that all category 2-4 funding requires an overhead charge to be applied.  
<https://gateway.research.unimelb.edu.au/resources/contracts/preparing/costing-pricing-support>
3. If an overhead waiver is being requested for consideration and you have not completed this previously, complete the required form on the MSPGH Intranet under finance.  
<https://intranet.mspgh.unimelb.edu.au/>
4. Complete a Budget form. This form will calculate the overhead pricing costs.  
<https://staff.unimelb.edu.au/research/grants/preparing-a-research-budget>
5. Advise your Agreement Administrator (AA) of the award and send through the above forms for review and sign off.
6. Once your AA returns the signed forms to you, they will advise if the documents will need to be submitted via Themis contract submissions workbench.



The process will be slightly different depending on the type of funding.

### FOR NON-RESEARCH CONSULTANCY OR CONTRACT FUNDING

To organise an agreement either use a standard template



<https://staff.unimelb.edu.au/legal-audit-records-policies/legal-services-advice/standard-agreements>

Or log a request for legal advice, this includes where you have received a third party agreement and need the University to sign it



<https://staff.unimelb.edu.au/legal-audit-records-policies/legal-services-advice/legal-review-of-non-template-agreement>

## I have been awarded funding (cont.)

### FOR PHILANTHROPIC FUNDING

Or a donation please contact Advancement and your Agreement Administrator (AA).



<https://staff.unimelb.edu.au/mdhs/advancement>

For consultancy or contracts which require invoicing and not necessarily a contract – contact your Agreement Administrator(AA).

## I would like to appoint a new staff member

### CENTRAL TALENT ACQUISITION (TA) TEAM

Are responsible.

### FIXED TERM

First step is to ensure you have budget by confirming with your Agreement Administrator(AA) and all the necessary approvals.

Recruitment requests can then be made in the link below and will be picked up by the TA Team  
[https://unimelb.service-now.com/hr?id=sc\\_cat\\_item&sys\\_id=183dff761bb618d0ef32a68b274bcb90](https://unimelb.service-now.com/hr?id=sc_cat_item&sys_id=183dff761bb618d0ef32a68b274bcb90).  
You can indicate here whether this position will be advertised or direct appointment.



PD's should be developed by the hiring manager, TA team will provide support by sending you examples and templates. Depending on the type/level of the role the TA team will then arrange for the role to be advertised.

For Senior Academic appointments (D/E) please discuss with AA.

### CASUAL TERM

If you are appointing a casual position send CV and request to appoint form (casual) to your Agreement Administrator (AA). Your AA will process the letter of offer in Themis.



<https://staff.unimelb.edu.au/mdhs/people-culture/recruitment-help>

# Organisational Chart

## MELBOURNE SCHOOL OF POPULATION AND GLOBAL HEALTH

Centre for Mental Health

Centre for Health Policy

Centre for Epidemiology  
& Biostatistics

Nossal Institute for  
Global Health

**ONEMDA**

Global Burden of Disease

### DIRECTORS



**Prof Cath Chamberlain**

Director,  
Onemda: Aboriginal and Torres Strait Islander Health and Wellbeing

### UNITS



**A/Prof Mitchell Anjou**

Indigenous Eye Health



**Prof Cath Chamberlain**

Indigenous Health Equity



**Prof Marcia Langton**

Indigenous Studies

### PROFESSIONAL STAFF



**Meg Cox**

Centre Manager



**Ruth Hentschel**

Centre Administrator/  
Executive Assistant to Director



# Onemda Professional Staff



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**Meg Cox**  
Centre Manager

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**Agreement Administrator**

Support across governance, HR and finance activities for the following units:

**Indigenous Studies**  
**Indigenous Eye Health**  
**Indigenous Health Equity**

- Centre budget management
- Strategic and business planning
- Professional staff team management and leadership
- Teaching and learning planning (Onemda coordinated subjects)
- Escalated problem resolution
- Represent Onemda at School/Faculty/Uni Committees
- Process improvement
- Fixed Term and casual renewal oversight
- Recruitment processes



[m.cox@unimelb.edu.au](mailto:m.cox@unimelb.edu.au)



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**Ruth Hentschel**  
Centre Administrator/EA

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- Centre Administrator
- Centre Director EA activities
- Secretariat – Onemda Executive Group
- Onemda website maintenance
- Academic Promotions
- Honorary contract management
- Induction activities
- Stationery management
- Process improvement
- Onemda events and activities coordinator
- Support to CEKE Sub-Committee



[ruth.hentschel@unimelb.edu.au](mailto:ruth.hentschel@unimelb.edu.au)

