Creating a timecard template in Themis

Themis enables you to create a template that may be used when you need to record and submit future timecards. For example, you may create a template that records the same days/hours each fortnight, and/or the chart of accounts code to be used for payments.

Important: If you are a casual staff member, Themis will automatically create a timecard template when your casual contract is first entered into the system. You may use the Timecard Templates function to update this template or create additional templates, if required.
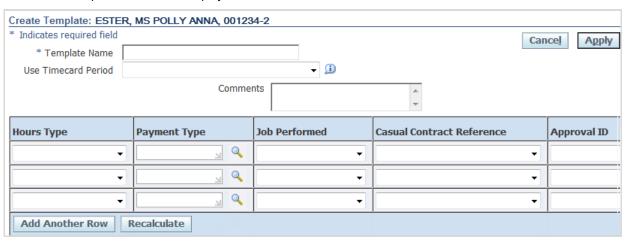
Creating a template

1   Log on to Themis via your Staff Self Service responsibility and select **Timecards > Templates**.

The Templates screen will display, listing any templates that you have already created or have been created for you.

2   Click on the **Create Template** button.

The Create Templates screen will display.

3   Complete the Template Name field.

If you create multiple templates, you can use the name to help you identify the content/use of individual templates (e.g.: *B Cattle Conferring*, *B Cattle Casual Chemistry*, etc).

4   Complete the Template details field as required.

Note: if you create a template to record the chart of accounts, you may choose to leave the hours & payment type fields blank.

Field	Action	Comment
Hours Type	Select the type of work you have performed from the drop-down list.	
Payment Type	Select the unit of payment from the list of values (LOV).	**Note:** the values displayed in this list will be determined by the Hours Type selected above. To display all values available: • click on the **search** icon to display the Search and Select screen • leave the search field blank and click **Go** • click on the **Quick Select** icon for the desired payment type
Job Performed	Select the type of activities performed from the drop-down list.	
Casual Contract Reference	Select the appropriate casual contract reference from the drop-down list.	**Note:** if you are creating a template for allowances or overtime (fixed term or continuing staff), you should select *Not applicable*.
Approval ID	Select your supervisor/approver from the drop-down list.	If you have multiple approvers you may choose to leave this field blank when creating the template.

Template details continued

Field	Action	Comment
Coy	Enter your 2 digit *Company* segment from the chart of accounts (COA) or select from the LOV.	Refer to your supervisor or Department Manager for the appropriate code.
Budg	Enter your 4 digit *Department/Budget Unit* segment from the COA or select from the LOV.	Refer to your supervisor or Department Manager for the appropriate code.
Cost	Enter your 2 digit *Cost Centre* segment from the COA or select from the LOV.	Refer to your supervisor or Department Manager for the appropriate code.
Proj	Enter your 6 digit *Project* segment from the COA or select from the LOV.	Refer to your supervisor or Department Manager for the appropriate code.
Pur	Enter your 3 digit *Local Purpose Code* segment from the COA or select from the LOV.	Refer to your supervisor or Department Manager for the appropriate code.
Act	Enter your 2 digit *Activity* segment from the COA or select from the LOV.	Refer to your supervisor or Department Manager for the appropriate code.
Loc	Enter your 2 digit *Location* segment from the COA or select from the LOV.	Refer to your supervisor or Department Manager for the appropriate code.

5   Enter your hours worked or units in the day/date fields, if appropriate.

Note: you may leave this blank if you do not have standard hours or units worked.

6   Click on the **Apply** button.

This will save the template and return you to the Templates screen, where you can create further templates if necessary.

To create a timecard, click on the **Create Timecard** tab in the blue menu bar at the top of the screen (refer to the *Recording overtime and/or allowances in Themis* and *Submitting a casual pay timecard in Themis* reference cards for further information).

Creating a template from an active timecard

In addition to creating a template from a blank form, you can also save your current timecard as a template for future use.

1   Create a timecard and enter your payment details as appropriate.

2   Click on the **Save** button to save your timecard details.

Note: if you do not save you timecard before creating the template, the Timecard Entry screen will close and you will lose the payment details you have entered.

3   Complete the Template Name field (located under the CoA section) and click the **Save as a Template** button.