

## THEMIS HR SELF SERVICE

To be able to have access to the university THEMIS HR Self Service system

1. If you do not know your staff number, please contact either Lynne Salter on 8344-0675 [lasalter@unimelb.edu.au](mailto:lasalter@unimelb.edu.au) or Zsigmond Balatinacz on 8344-0677, [zba@unimelb.edu.au](mailto:zba@unimelb.edu.au) to obtain it.
2. You will need it to gain access to the system. Please log into the following address <http://accounts.unimelb.edu.au> If you are logging in from home, you need to access the THEMIS Remote Access login
3. Click on the above link and then click on the staff button. Enter in your details. (Full Name, Date of Birth, Postcode, last 4 numbers of your salary bank account) Once you have entered in all of the information, click enter (or submit).
4. Click on the radio button for your 'popmail' account. This is a staff email account.
5. Click the create button and enter in a password of exactly 8 characters.
6. Click back into the list and make a note of your username. (This is a staff username and will be different to a student username.) This will give you a University staff email account e.g username@unimelb.edu.au

You can now close this browser down until the following morning  
\*(overnight/24 hour upload).

### The next Day.....

1. Click on <http://accounts.unimelb.edu.au> and then click on the staff button. Enter staff number. Enter in your details. (Full Name, Date of Birth, Postcode, last 4 numbers of your salary bank account) Once you have entered in all of the information, click enter (or submit).
2. Click on the radio button for your 'themisprod' account.
3. Click the create button and enter in a password of exactly 8 characters. The password can be the same as the previous one for popmail
4. Go to [www.THEMIS.unimelb.edu.au](http://www.THEMIS.unimelb.edu.au). Choose UOM Staff Self Service. On the right hand column will have payslip information. Click on this and your current payperiod payslip will be on the screen. For a previous payslip, click on the arrow beside Choose a payslip and click on Go.

In THEMIS HR self service you can change your personal details such as address and banking details.

If you have any problems with any of the above, please contact Lynne Salter or Zsig Balatinacz. If we are unavailable, you will need to call the help-desk on 8344-9500 between 9-5.

GOOD LUCK!

Lynne Salter  
Senior Payroll Officer  
8344 0675  
[lasalter@unimelb.edu.au](mailto:lasalter@unimelb.edu.au)

Zsig Balatinacz  
Payroll Officer  
8344 0677  
[zba@unimelb.edu.au](mailto:zba@unimelb.edu.au)