

HELP CARD – CASUAL ACADEMIC STAFF

TEACHING ACTIVITY SCHEDULE

Access Schedule



The Teaching Activity Schedule page lists all of the teaching activities currently approved and assigned to you.

Access:

my.uq.edu.au > apps > CAHP

Adjustments



If you deviate from your schedule you can record changes to your timesheet in CAHP (between set dates).

Access:

my.uq.edu.au > apps > CAHP > Timesheet

Access training



Frequently Asked Questions

<https://its.uq.edu.au/projects/cahp>

Step by Step Guides

<https://systems-training.its.uq.edu.au/cahp>

Access support



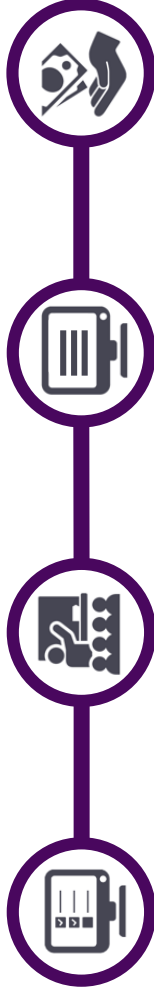
Questions About Your Schedule

Please contact your Course Coordinator or Supervisor.

IT Support

+61 7 336 56000
help@its.uq.edu

Schedule and Payment



School assigns teaching activities to create a schedule through CAHP

Tutor performs duties

Exceptions from the schedule are recorded and approved through CAHP timesheets

Paid based on schedule & adjustments

If an adjustment is needed

Current &
Previous
Fortnight

Add hours: CAHP timesheet
Remove hours: CAHP timesheet