

Casual Academic Hire and Payment (CAHP) project

# User Group Sprint Review

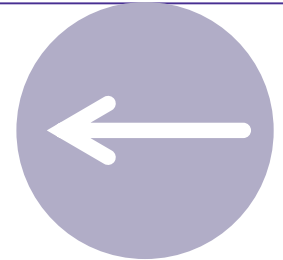


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# Agenda

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1. Actions from previous meeting
2. Project reset
3. Change update
4. Release 1.4 update
5. Release 1.5 update
6. Your feedback
7. CAHP dates
8. Statistics
9. Key messages / close



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# Actions from previous meeting

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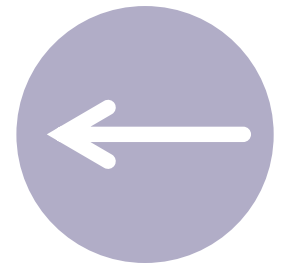
- Create story to review user interface for public holidays.
- Rename “Total for pay period” to indicate gross amounts.
- Include automatic notification to HR when a casual academic has an unpaid appointment.

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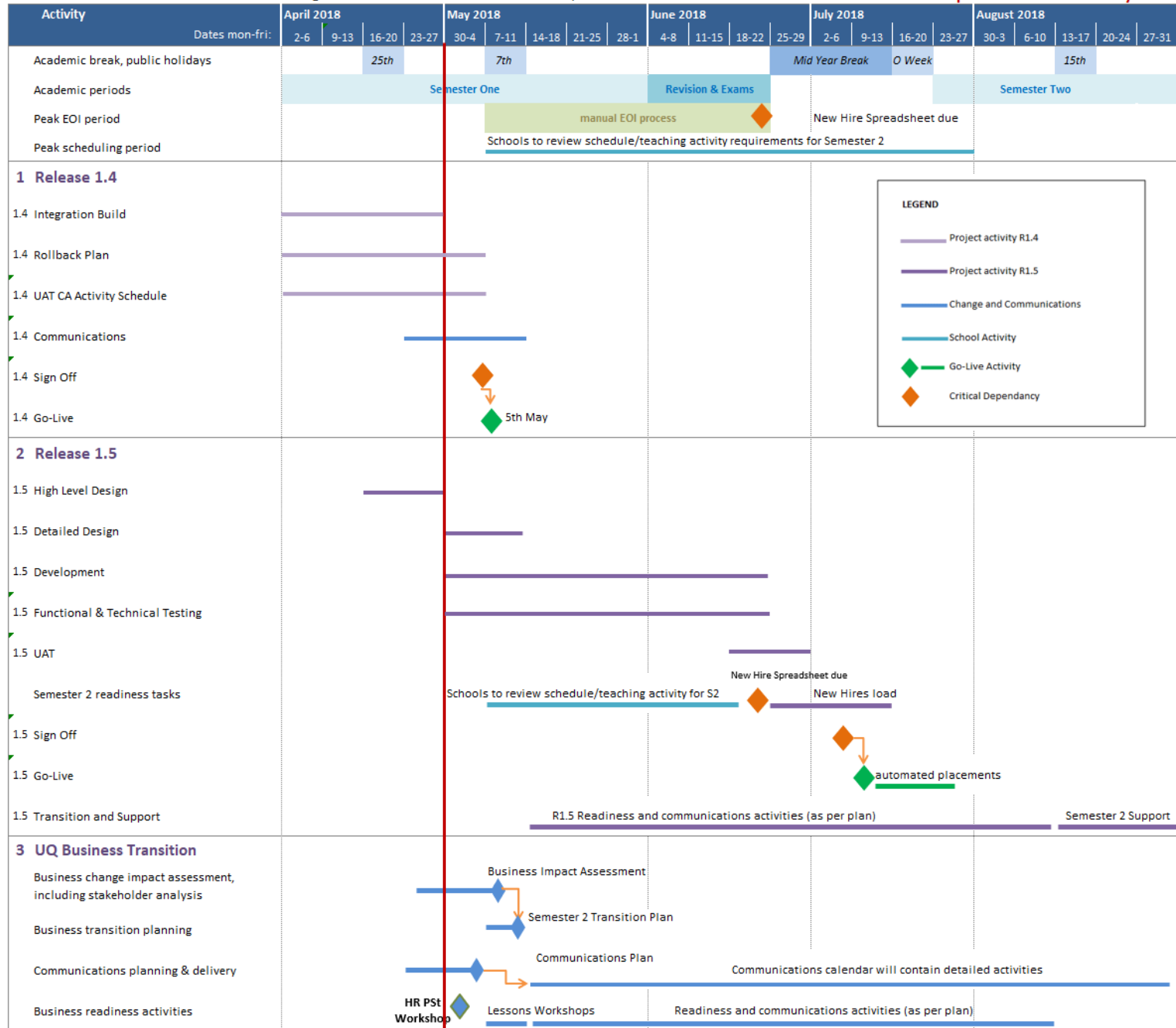
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# CAHP Project Delivery Roadmap (preliminary, high-level)

A high-level timeline and the activities required to deliver Release 1.4 and Release 1.5

Updated: 02-May-18

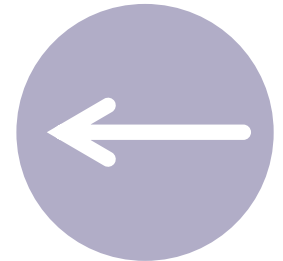


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# Release 1.4 update

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- **Next week:** Teaching Activity Schedule live.

Release also includes:

- Tweaks to Teaching Activity Schedule raised at UAT
  - More fields in the pay schedule export file
  - Ability to open activities that have been locked on Course Planning page (Edit link)
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- **19 May:** Automated sending of pay schedule to Aurion

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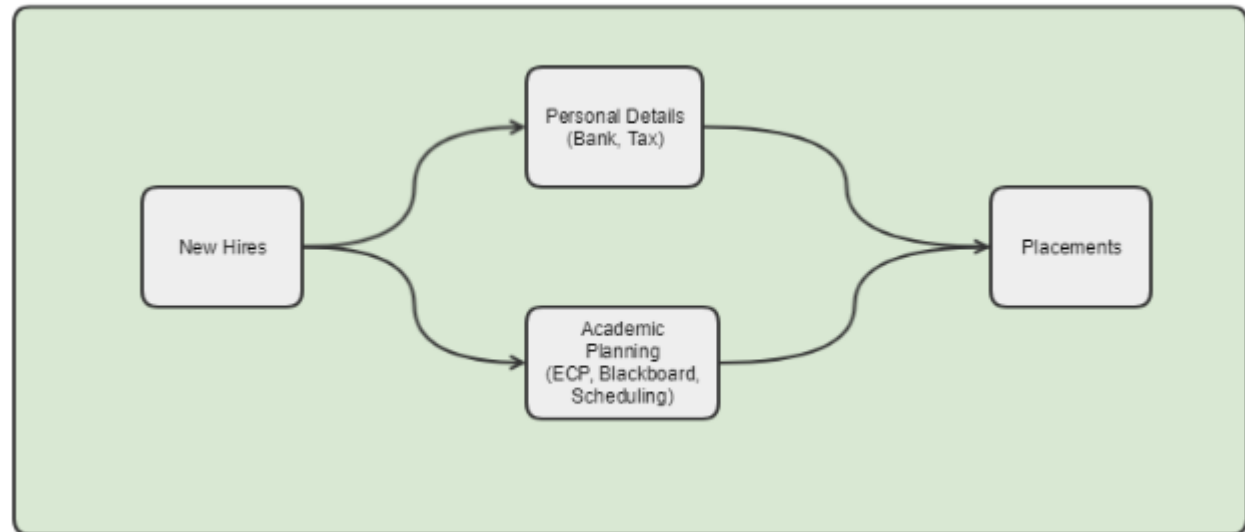
# Release 1.5 update

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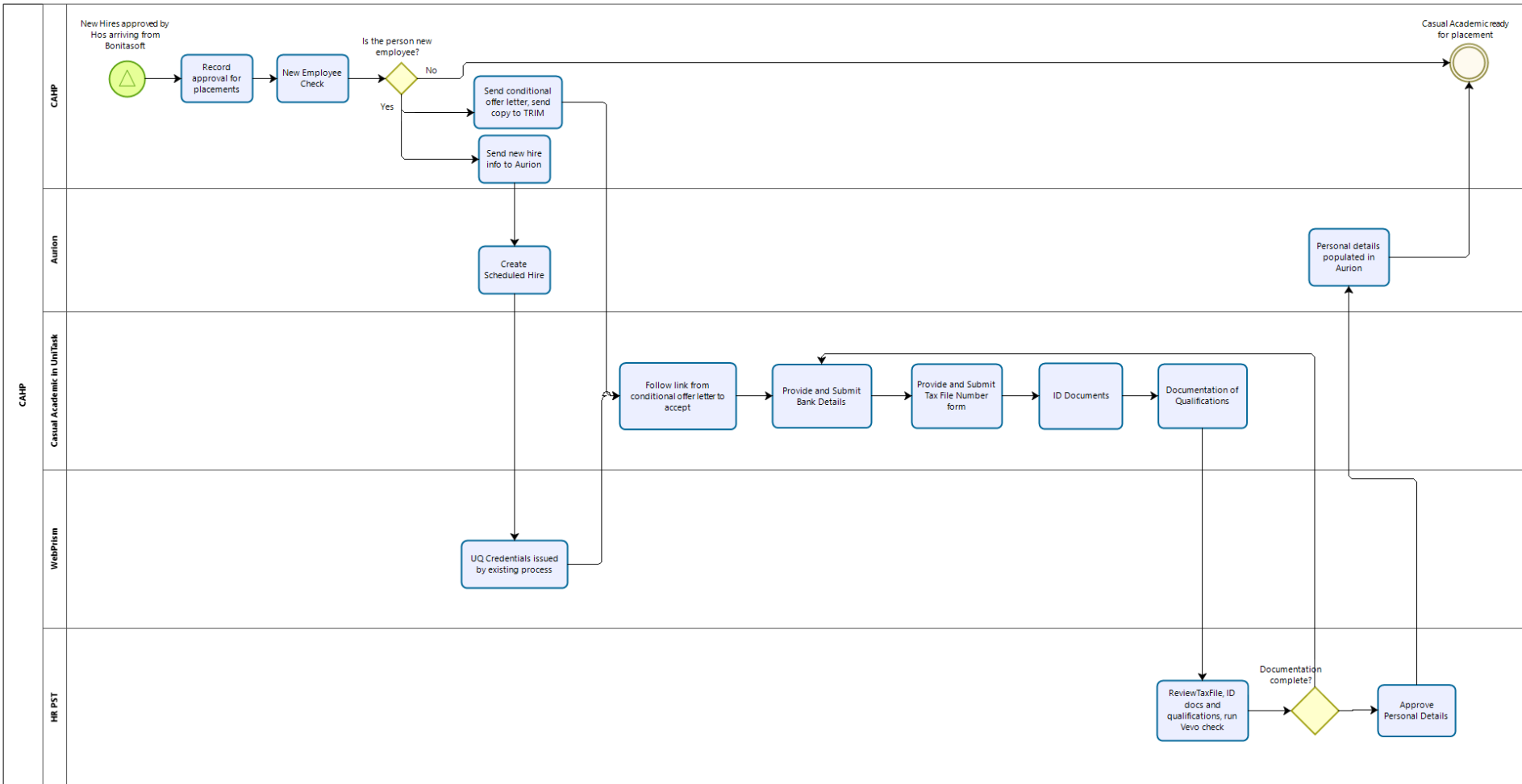
- Expected in **first half of July**
- Focus on improvements in new hires and placements
- Spreadsheet with required New Hires info sent yesterday
- Commence Expression of Interest as per existing process



# Release 1.5 update



# Release 1.5 update

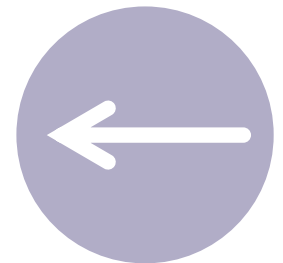


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# Your feedback

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- Removing a staff member from a teaching activity:  
Approval required?

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# CAHP Dates – Important dates to remember

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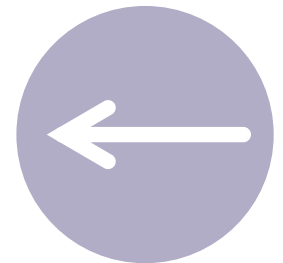
- **Friday 4 May, 12pm:** System deadline for changes to Teaching Weeks 7-8 (Supervisor)
- **Friday 4 May, close of business:** Approval for Teaching Weeks 9-10
- **Sunday 6 May:** Week 9-10 pay schedule available (MyAurion)
- **Friday 11 May:** Pay day for Teaching Weeks 7-8

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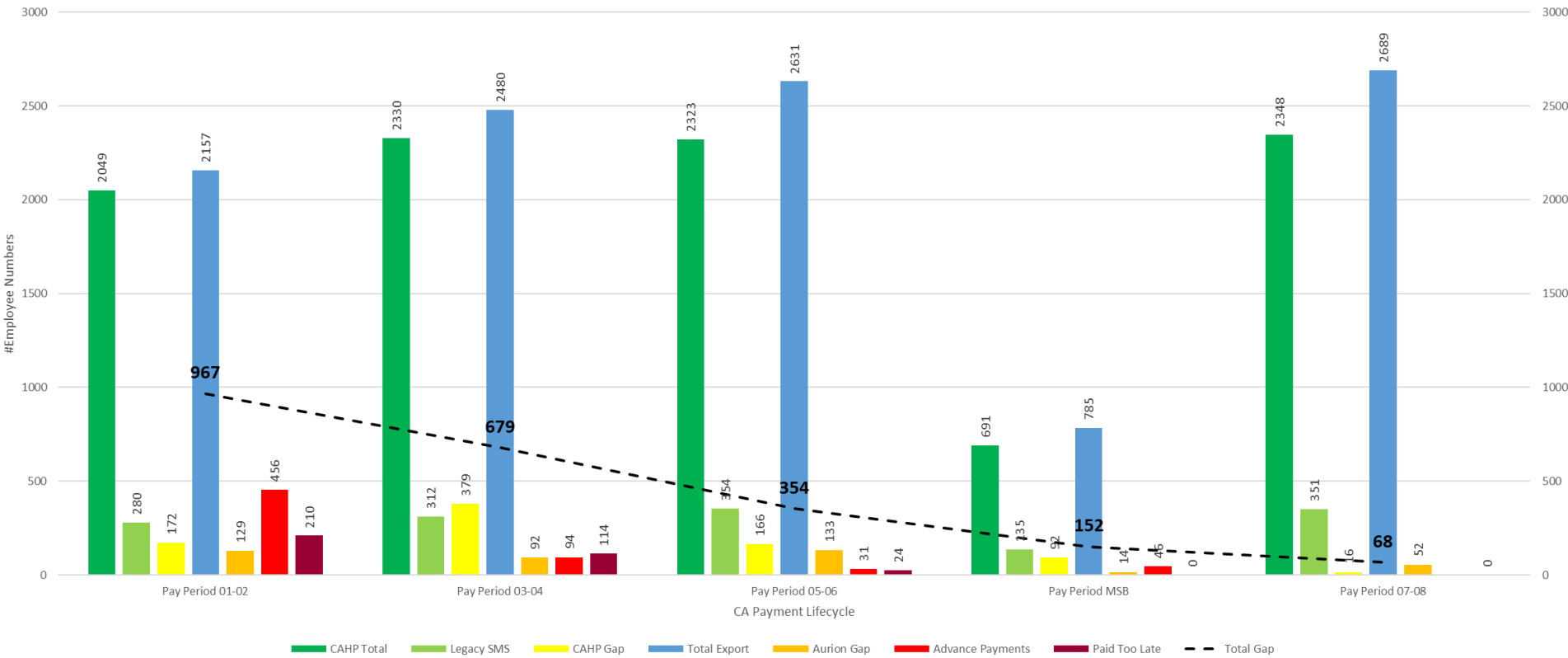
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# Statistics

CAHP Production Statistics



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# Key messages

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1. Expect more CAHP communication and interactions.
2. Still continuing improvement in pay schedule data.
3. Teaching activity schedule for Casual Academics available next week.
4. Amendments for weeks 7-8 to be completed by tomorrow 12pm.
5. Pay Schedule approval for weeks 8-9 to be completed by tomorrow close of business.
6. Remember to configure the Public Holiday setting for your School for Labour Day.



# CAHP Dates - table

## Casual Academic Pay

Casual Academic Staff are paid for a fortnight in arrears. You will receive pay for the work you have done (including any adjustments that are approved prior to the deadline) in the fortnight after the work has been done.

| Semester | Teaching weeks             | Start pay period  | End pay period    | Last day for School to approve schedule in CAHP | Pay schedule available in MyAurion | Last day to make changes in MyAurion - Casual Academic | Last day to make changes in MyAurion - Supervisor | Pay day           |
|----------|----------------------------|-------------------|-------------------|---|------------------------------------|--|---|-------------------|
| Sem 1    | O-week (and week before)   | 3 February 2018   | 16 February 2018  | 9 February 2018                                 | 11 February 2018                   | 20 February 2018                                       | 23 February 2018                                  | 2 March 2018      |
| Sem 1    | 1 and 2                    | 17 February 2018  | 2 March 2018      | 23 February 2018                                | 25 February 2018                   | 6 March 2018   | 9 March 2018                                      | 16 March 2018     |
| Sem 1    | 3 and 4                    | 3 March 2018      | 16 March 2018     | 9 March 2018                                    | 11 March 2018                      | 20 March 2018  | 23 March 2018                                     | 30 March 2018     |
| Sem 1    | 5 and 6                    | 17 March 2018     | 30 March 2018     | 23 March 2018                                   | 25 March 2018                      | 3 April 2018   | 6 April 2018                                      | 13 April 2018     |
| Sem 1    | Mid-Semester break         | 31 March 2018     | 13 April 2018     | 6 April 2018                                    | 8 April 2018                       | 17 April 2018  | 20 April 2018                                     | 27 April 2018     |
| Sem 1    | 7 and 8                    | 14 April 2018     | 27 April 2018     | 20 April 2018                                   | 22 April 2018                      | 1 May 2018   | 4 May 2018  | 11 May 2018       |
| Sem 1    | 9 and 10                   | 28 April 2018     | 11 May 2018       | 4 May 2018                                      | 6 May 2018                         | 15 May 2018  | 18 May 2018                                       | 25 May 2018       |
| Sem 1    | 11 and 12                  | 12 May 2018       | 25 May 2018       | 18 May 2018                                     | 20 May 2018                        | 29 May 2018  | 1 June 2018                                       | 8 June 2018       |
| Sem 1    | 13 and Revision            | 26 May 2018       | 8 June 2018       | 1 June 2018                                     | 3 June 2018                        | 12 June 2018   | 15 June 2018                                      | 22 June 2018      |
| Sem 1    | Exam 1 and 2               | 9 June 2018       | 22 June 2018      | 15 June 2018                                    | 17 June 2018                       | 26 June 2018   | 29 June 2018                                      | 6 July 2018       |
| Sem 1    | Recess 1 and 2             | 23 June 2018      | 6 July 2018       | 29 June 2018                                    | 1 July 2018                        | 10 July 2018   | 13 July 2018                                      | 20 July 2018      |
| Sem 2    | Recess 3 and O-week        | 7 July 2018       | 20 July 2018      | 13 July 2018                                    | 15 July 2018                       | 24 July 2018   | 27 July 2018                                      | 3 August 2018     |
| Sem 2    | 1 and 2                    | 21 July 2018      | 3 August 2018     | 27 July 2018                                    | 29 July 2018                       | 7 August 2018  | 10 August 2018                                    | 17 August 2018    |
| Sem 2    | 3 and 4                    | 4 August 2018     | 17 August 2018    | 10 August 2018                                  | 12 August 2018                     | 21 August 2018   | 24 August 2018                                    | 31 August 2018    |
| Sem 2    | 5 and 6                    | 18 August 2018    | 31 August 2018    | 24 August 2018                                  | 26 August 2018                     | 4 September 2018                                       | 7 September 2018                                  | 14 September 2018 |
| Sem 2    | 7 and 8                    | 1 September 2018  | 14 September 2018 | 7 September 2018                                | 9 September 2018                   | 18 September 2018                                      | 21 September 2018                                 | 28 September 2018 |
| Sem 2    | 9 and Mid-Semester break   | 15 September 2018 | 28 September 2018 | 21 September 2018                               | 23 September 2018                  | 2 October 2018   | 5 October 2018                                    | 12 October 2018   |
| Sem 2    | 10 and 11                  | 29 September 2018 | 12 October 2018   | 5 October 2018                                  | 7 October 2018                     | 16 October 2018  | 19 October 2018                                   | 26 October 2018   |
| Sem 2    | 12 and 13                  | 13 October 2018   | 26 October 2018   | 19 October 2018                                 | 21 October 2018                    | 30 October 2018  | 2 November 2018                                   | 9 November 2018   |
| Sem 2    | Revision and Exam 1        | 27 October 2018   | 9 November 2018   | 2 November 2018                                 | 4 November 2018                    | 13 November 2018                                       | 16 November 2018                                  | 23 November 2018  |
| Sem 2    | Exam 2 and Recess          | 10 November 2018  | 23 November 2018  | 16 November 2018                                | 18 November 2018                   | 27 November 2018                                       | 30 November 2018                                  | 7 December 2018   |
| Summer   | 1 and 2                    | 24 November 2018  | 7 December 2018   | 30 November 2018                                | 2 December 2018                    | Wednesday, 5 Dec 2018                                  | Friday, 7 Dec 2018                                | 21 December 2018  |
| Summer   | 3 and 4                    | 8 December 2018   | 21 December 2018  | Friday, 7 Dec 2018                              | Sunday, 9 Dec 2018                 | Wednesday, 12 Dec 2018                                 | Friday, 14 Dec 2018                               | 4 January 2019    |
| Summer   | Mid-Semester break and 5   | 22 December 2018  | 4 January 2019    | 28 December 2018                                | 30 December 2018                   | 8 January 2019   | 11 January 2019                                   | 18 January 2019   |
| Summer   | 6 and 7                    | 5 January 2019    | 18 January 2019   | 11 January 2019                                 | 13 January 2019                    | 22 January 2019  | Thursday, 24 Jan 2019                             | 1 February 2019   |
| Summer   | 8 and Revision             | 19 January 2019   | 1 February 2019   | 25 January 2019                                 | 27 January 2019                    | 5 February 2019  | 8 February 2019                                   | 15 February 2019  |
| Summer   | Exam week (and week after) | 2 February 2019   | 15 February 2019  | 8 February 2019                                 | 10 February 2019                   | 19 February 2019                                       | 22 February 2019                                  | 1 March 2019      |