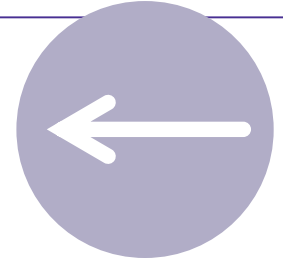Casual Academic Hire and Payment (CAHP) project
User Group Sprint Review

Agenda

1. Actions from previous meeting

2. New functionality

   1. Personal details collection

   2. PDF generation and upload page

3. Semester 2 placement process

4. Impact assessment meetings

5. UAT nominations for 1.5

6. Pay adjustment vs pay advance

7. CAHP dates

8. Statistics

9. Key messages / close

Actions from previous meeting

- On New Hires page, use wording "New Hires in Progress" instead of "Current New Hires"

- Provide Pay Schedule information on the Teaching Activity Schedule screen

- Add story to backlog for adding dollar amounts to Pay Schedule exports

- To notify Supervisors of Teaching Activity Schedule access, send initial notice to School Managers / Administrators and later to Supervisors directly

New functionality

- To the system!

  1. Personal details collection

  2. PDF generation and upload page

Agenda

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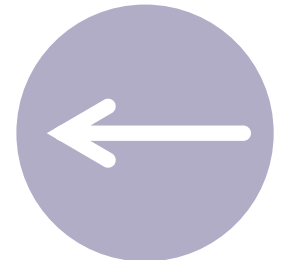
Semester 2 placement process

- New hire spreadsheet upload – please submit what you have by 25 June

- You can upload / approve any number of times

- Start scheduling your courses
  - Timetabled activities are already available and will be finalised by 11 June.
  - Start creating non-timetabled activities now

- You can submit your placements now

- Semester 2 info sessions for new functionality and roles / responsibilities will be held mid-June

- For continuing casual academics, note that building / systems access is linked to placements

Impact assessment meetings

- Currently engaging with Schools to understand:
    - Impact of CAHP on Semester 1
    - Past and current challenges
    - How best to support preparations for Semester 2
- A number of common concerns, and a few School-specific ones
- Report to Steering Committee next week
- Note – public holidays: scheduled day vs timetabled activity
- Tutor training sessions for CAHP to provide information?

UAT nominations for Release 1.5

- Release 1.5 includes:
    - New hires upload page
    - Placement improvements
    - Workflow for new hires and placements
    - Personal details (bank, tax, qualifications, right to work etc)
- Volunteers needed for User Acceptance Testing
    - School administrators
    - Casual Academic
    - HR
    - A Head of School

Pay adjustments vs pay advances

- A number of pay advances to resolve issues with the system

- Pay advances are a lot of work for Payroll and should only to be used for financial hardship

- Using the MyAurion form for previous pay period will calculate super and tax for the week worked

- So:

  – Please use MyAurion form to make changes in the current or previous pay period

  – Only use pay advances in cases of financial hardship

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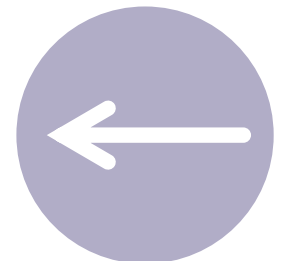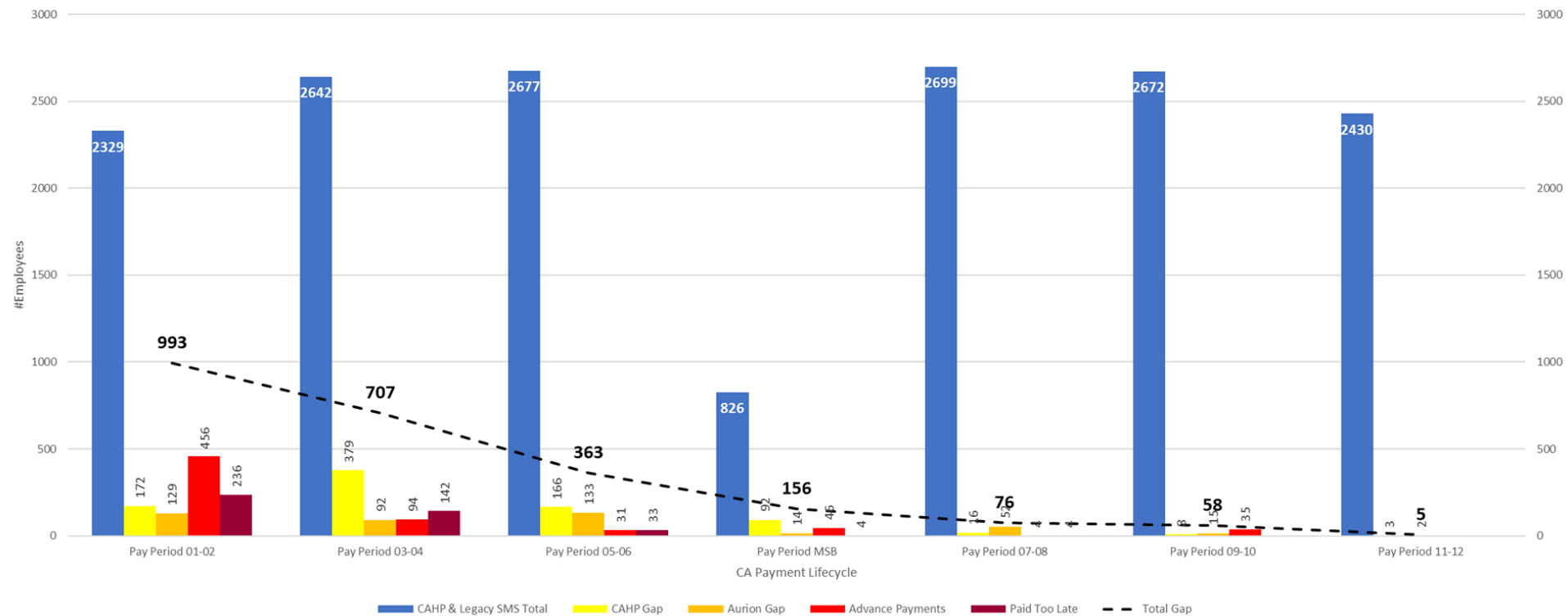
CAHP Dates – Important dates to remember

- **Friday 1 June, 12pm**: System deadline for changes to Teaching Weeks 11-12 (Supervisor)

- **Friday 1 June, close of business**: Approval for Teaching Weeks 13-Revision

- **Sunday 3 June**: Week 13-Revision pay schedule available (MyAurion)

- **Friday 8 June**: Pay day for Teaching Weeks 11-12

Statistics

CAHP Production Statistics

Key messages

1. Amendments for weeks 11-12 to be completed by tomorrow 12pm.

2. Pay Schedule approval for weeks 13-Revision to be completed by tomorrow close of business.

3. Supervisor / School Admin access to Teaching Activity Schedule coming up

4. Limit pay advances to financial hardship

5. Casual Academic walk-in sessions now and start of Sem 2 – please notify the team of tutor training sessions

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

THE UNIVERSITY OF QUEENSLAND AUSTRALIA

CAHP_Support@uq.edu.au