

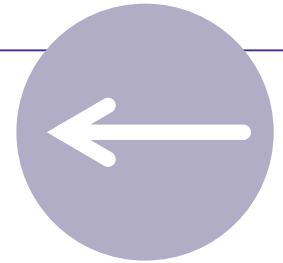
Casual Academic Hire and Payment (CAHP) project

User Group Sprint Review



Agenda

1. Actions from previous meeting
2. New functionality
 1. New hires page
 2. Unitask notifications
 3. Head of School approval
 4. Duplicate check
 5. Offer letter and acceptance
 6. Personal details
3. End of Financial year: Pay advances impact
4. School engagement update
5. Training
6. CAHP dates
7. Key messages / close



Actions from previous meeting

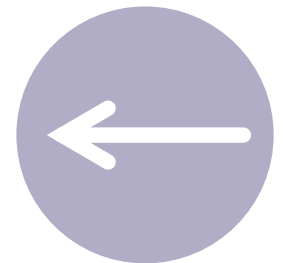
- Add instructions for personal details collection
- Verify bank details field requirements
- Ensure ability for Admin to check progress of personal details completion is part of backlog
- Assess options to keep placements across semesters
- Source Pay Adjustment spreadsheet
- Work with Legacy Schools to manage Placements for semester 2

New functionality

- To the system!
 1. New hires page
 2. Unitask notifications
 3. Head of School approval
 4. Duplicate check
 5. Offer letter and acceptance
 6. Personal details

Agenda

1. Actions from previous meeting
2. New functionality
 1. New hires page
 2. Unitask notifications
 3. Head of School approval
 4. Duplicate check
 5. Offer letter and acceptance
 6. Personal details
3. End of Financial year: Pay advances impact
4. School engagement update
5. Training
6. CAHP dates
7. Key messages / close



End of Financial year: Pay advances impact

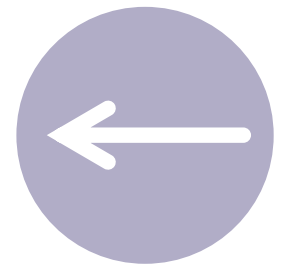
- No more pay advances / adjustments until July
- Pay adjustment spreadsheet to be shared with Schools

School engagement update

- Critical dates
 - 30 June
 - Review position costings
 - New hire upload and Head of School approval
 - Create teaching schedule
 - 11 July
 - Finalise new hires with Head of School approval
 - Casuals complete personal details
 - 13 July
 - Complete placements with Head of School approval – important for access!
 - Ensure PhD qualifications recorded in Aurion
 - Generate and approve pay schedule
- Additional support resources will be available
- Need help setting up schedules or providing training? Let us know!

Agenda

1. Actions from previous meeting
2. New functionality
 1. New hires page
 2. Unitask notifications
 3. Head of School approval
 4. Duplicate check
 5. Offer letter and acceptance
 6. Personal details
3. End of Financial year: Pay advances impact
4. School engagement update
5. Training
6. CAHP dates
7. Key messages / close



Training

- Tutor training sessions
 - 5 so far
 - Contact team for assistance
- Walk-in sessions
 - Two sessions in last two weeks
 - More session planned for O-week, 1, 2, 5 and 6

CAHP Dates – Important dates to remember

- **Friday 15 June, 12pm:** System deadline for changes to Teaching Weeks 13 – Revision (Supervisor)
- **Friday 15 June, close of business:** Approval for Exam Weeks 1-2
- **Sunday 3 June:** Exam Weeks 1-2 pay schedule available (MyAurion)
- **Friday 8 June:** Pay day for Teaching Weeks 13-Revision

Key messages

1. Prepare for Semester 2 – submit new hires and refer to critical dates
2. No pay advances / adjustments until new FY
3. School Administrator access to Teaching Activity Schedule
4. Remember system cutoff deadlines tomorrow

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