

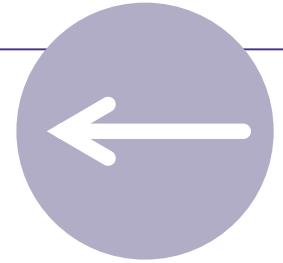
Casual Academic Hire and Payment (CAHP) project

User Group Sprint Review



Agenda

1. Support team introduction
2. Actions from previous meeting
3. User Acceptance Testing
4. New functionality
5. Duration discrepancy update
6. Offer letters
7. Release details
8. Semester 2 timeline
9. Training
10. CAHP dates
11. Key messages / close



Support team introduction

Meet:

- Cheryl Taylor
- Louisa Grima
- Jill Halil
- Danijela Kalanj
- Maureen Gibson

Actions from previous meeting

- UG members to contact Karina Mauer if you want to be involved in testing for the new functions
- Distribute pay adjustment form

User Acceptance Testing

- Tuesday
 - UAT completed. Some issues identified and resolved.
- Today
 - Re-testing for UAT to verify changes
- Next week
 - UAT required for placements workflow. Details to follow.

New functionality

New functionality delivered since UAT on Tuesday

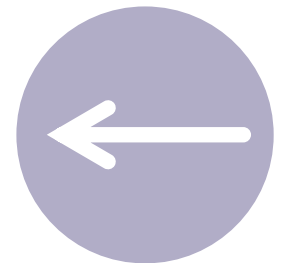
→ To the system!

Duration discrepancy update

- An issue was identified where teaching activities had an incorrect duration.
- No impact was identified for past pay periods
- Issue being resolved before pay load on the weekend
- Please do not adjust times – the fix will resolve for you.

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Offer letters

- New offer letters have been drafted for Semester 2
- Two letters – one for new hires and one for continuing staff
- Pay rate removed, clause on IP updated
- Offer letters will be sent when a new hire / placement is created (not when end dates are extended)
- If a placement is entered manually, the old offer letter is still sent. New CAHP functionality will result in new offer letter.

Release details

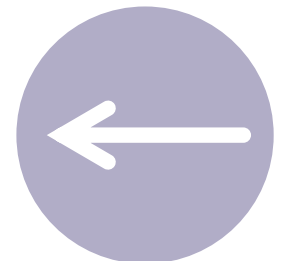
- Scope
 - New Hires entry / upload page
 - Head of School approvals for new hires
 - New offer letter for new hires
 - Online offer acceptance
 - Personal details submission
- Timeline
 - Release expected on Monday 2 July
 - Follow-up release for placement functionality soon after

Semester 2 timeline

- Recess week 2 (30 June – 6 July)
 - New hires release
 - Enter as many new hires as possible
 - Create teaching schedule
 - UAT for placements release
- Recess week 3 (7 – 13 July)
 - Placements release
 - Finalise new hires in CAHP
 - New hires to accept offer and enter personal details
 - Complete placements (inc HoS approval)
 - Check PhD qualifications
 - Generate and approve pay schedule
- O-week (14 – 20 July), then Semester 2 start

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Training

- Training material with release
- Heads of School introduction yesterday
- School Managers / Administrator info days next week
- Casual Academics - Tutor training sessions
 - Contact team for assistance
- Walk-in sessions
 - Sessions planned for O-week, 1, 2, 5 and 6

CAHP Dates – Important dates to remember

Remember:

- **Friday 29 June, 12pm:** System deadline for changes to Recess weeks 1-2 (Supervisor)
- **Friday 29 June, close of business:** Approval for Exam weeks 1-2

Key messages

1. New hires release coming up Monday
2. Prepare for Semester 2
 - a) Submit new hires
 - b) Prepare teaching schedule
 - c) Submit placements
 - d) Generate and approve pay schedule
3. Stick around to verify changes from UAT
4. Another round of UAT next week for placements
5. Remember system cut-off 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