

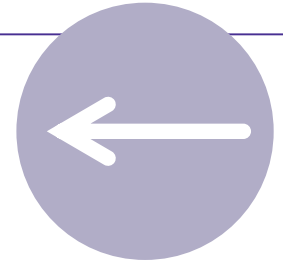
Casual Academic Hire and Payment (CAHP) project

User Group Sprint Review



Agenda

1. Actions from previous meeting
2. New functionality
 1. Placements
 2. Pay scales vs teaching activity type
 3. Updates to MyAurion form
3. Duration discrepancy update
4. Course coordinator setup
5. Delivery stages for placement improvements
6. Other news
7. Semester 2 timeline
8. Key messages / close



Actions from previous meeting

- Minor adjustments captured for identity check
- Prepopulate tax form with supplied details
- Specify date format on the declaration page
- Pre-populate nationality with supplied nationalities from upload


New functionality


→ To the system!

MyAurion updates

1. Deleting all lines now works correctly
2. Ability to raise forms after the placement ends
3. Ability to add line-level comments
4. Ability to see the updated timesheet after rows have been deleted

MyAurion form – line level comments

 MyAurion

[Dashboard](#)
[Employee](#)
[Talent](#)
 **Robert Hogg**

Current Period Hours from Timesheet

Aurion has determined that you have previously raised a form for this current period. Below are the current timesheet lines recorded in Aurion. Please amend these timesheet lines accordingly.

DATE	CLASSIFICATION	HOURS	ORGUNITSITE	FUNDFUNC	FFT	COMMENTS	DELETE LINE?
03/05/2018	AC10C L Spec 1 hr+4	02:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	test3		<input type="checkbox"/>
03/05/2018	AC10A L Basic 1 hr+2	02:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	test1		<input type="checkbox"/>
03/05/2018	AC10A L Basic 1 hr+2	02:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	test		<input type="checkbox"/>
01/05/2018	AC10B L Dev 1 hr+3	01:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	test		<input type="checkbox"/>



+ Add row
Delete bottom row

Page 1 of 2

< Previous
Next >

Submit
Save

MyAurion form – line level comments



 Dashboard Employee Talent  Robert Hogg

Current Period Hours from Timesheet


Aurion has determined that you have previously raised a form for this current period. Below are the current timesheet lines recorded in Aurion. Please amend these timesheet lines accordingly.

DATE	CLASSIFICATION	HOURS	ORGUNITSITE	FUNDFUNC	FFT	COMMENTS	DELETE LINE?
12/05/2018	AC10C L Spec 1 hr+4	02:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	BIO123		<input type="checkbox"/>
14/05/2018	AC10A L Basic 1 hr+2	02:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	BIO123	deleted	<input checked="" type="checkbox"/>
15/05/2018	AC10A L Basic 1 hr+2	02:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	BIO123		<input type="checkbox"/>
16/05/2018	AC10B L Dev 1 hr+3	01:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	BIO123		<input type="checkbox"/>

+ Add row Delete bottom row

 Dashboard Employee Talent  Robert Hogg

Form Details - UQ Casual Academic Current Pay Period Changes (HOGG, Robert P 2023530)

 This Form is with you for completion.

Pay Period Amendments

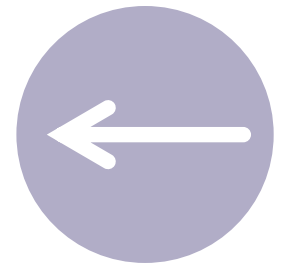
Amended Current Period Hours from Timesheet

To make any further amendments before submitting please click the previous page button to edit the table again.

DATE	CLASSIFICATION	HOURS	ORGUNITSITE	FUNDFUNC	FFT	COMMENTS
12/05/2018	AC10C L Spec 1 hr+4	02:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	BIO123	
15/05/2018	AC10A L Basic 1 hr+2	02:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	BIO123	
16/05/2018	AC10B L Dev 1 hr+3	01:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	BIO123	

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Duration discrepancy update

- An issue was identified where teaching activities had an incorrect duration.
- The issue has now been resolved.
- Please contact CAHP Support if you notice any irregularities.

Course Coordinator setup

- Some Course Coordinators are not available in CAHP
- Cause: They have not yet been set up with Aurion ID in SI-net
- CAHP team will send a list of Course Coordinators
- SI-net team can add this ID for you – contact:

support.entss@uq.edu.au

Delivery stages for placement improvements

Stage 1 – Available now

- Workflow for Head of School approval (without notification)
- Renewal letter sent to Casual Academic (manually by CAHP support)

Stage 2

- Remove requirement for employee number on Placement page
- My.UQ / UniTask Notification to Head of School when Placements are submitted for approval

Stage 3

- Integration with Aurion to renew placements, including automated employee number creation and automated renewal letter
- Enhancements to pre-fill details on the Placement page

Other news

- Pay schedules can now be generated and approved until 21 December
- Employee number will not need to be entered anymore soon
- HR notifications
- Login with staff credentials, not student
- Reminder: Use Firefox browser

Semester 2 timeline

- Today 12 July – For all O-week activities:
 - Complete all new hires and placements (inc HoS approval)
 - New hires to accept offer and enter personal details
 - Create teaching schedule
- Tomorrow 13 July
 - Supervisor deadline for changes Recess week 1-2 @ 12pm
 - Generate and approve pay schedule
- Next week
 - Check PhD qualifications

Key messages

1. Finalise placements
2. Generate and approve pay schedule
3. Check PhD qualifications
4. Contact the team if you need any assistance

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