

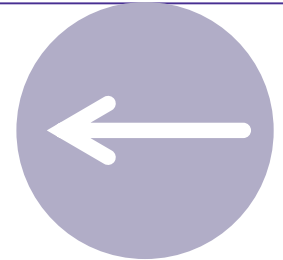
Casual Academic Hire and Payment (CAHP) project

User Group Sprint Review



Agenda

1. Actions from previous meeting
2. Semester 2 Statistics
3. MyAurion form performance issue
4. Pay transfer date for Weeks 3-4
5. Refresher: How to read pay schedule export
6. Functionality update
7. Start of Semester – feedback & questions
8. Key messages / close



Actions from previous meeting

- Investigate if Acting Heads of Schools continue getting notifications after moving on from the role.
- Investigate improvement opportunities for communication of new features.

Semester 2 statistics

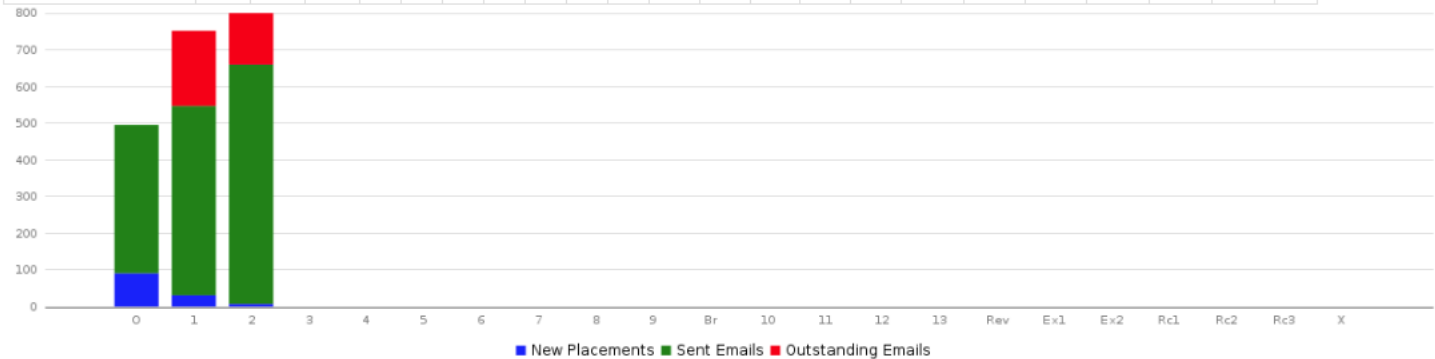
Pay schedules

Semester 2 statistics

Mailbox

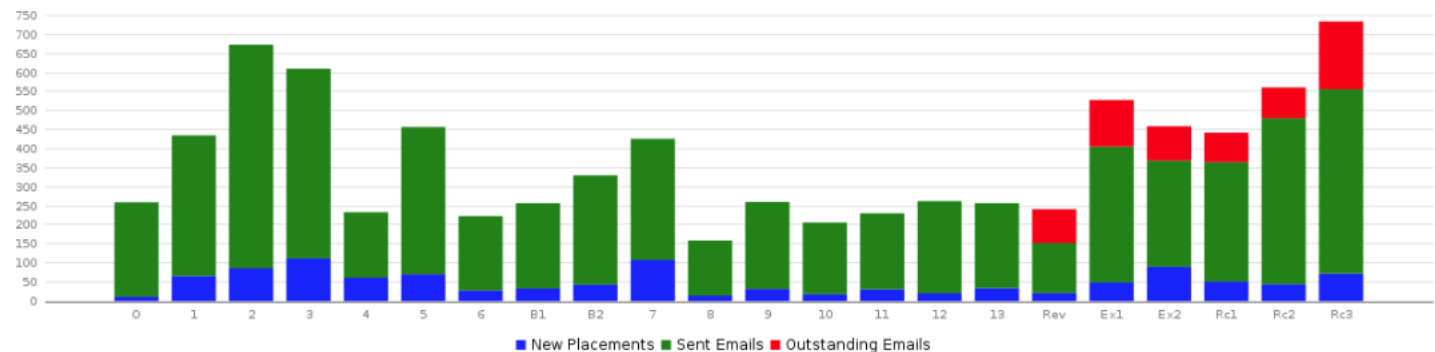
2018 Sem-2

Category	O	1	2	3	4	5	6	7	8	9	Br	10	11	12	13	Rev	Ex1	Ex2	Rc1	Rc2	Rc3	X
New Placements	91	31	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sent Emails	404	516	653	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Outstanding Emails	0	205	153	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



2018 SEM-1

O-week finished on 16 Feb 2018.



MyAurion form performance issue

- Schools have indicated that the MyAurion form loads very slowly
- We are investigating the cause and will be resolving ASAP
- Longer term: Review of the process for adjustments to timesheets

Pay transfer date for Teaching Weeks 3-4

- Due to performance issues in Aurion, the CAHP team has requested an extension of the pay schedule transfer date to next Friday
- To be confirmed
- Please let us know if you have any concerns

Refresher: How to read pay schedule report

- Finding the report
- Reading the report: Have my teaching activities been:
 - Generated
 - Approved
 - Exported
 - Received by Aurion
- Some Schools having trouble loading the full schedule
 - Fix is underway

Functionality update

1. API
2. Rounding by 1 minute increments
3. Using the HR Pool for HR notifications
4. Improving text for UniTask notifications
5. Semester selection for pay schedules

Start of Semester – feedback & questions

Any questions?

Key messages

1. Semester 2 off to a much better start than Semester 1
2. Deadline for Pay Schedule for weeks 3 and 4 to be shared
3. Contact the team if you have any issues or would like 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