

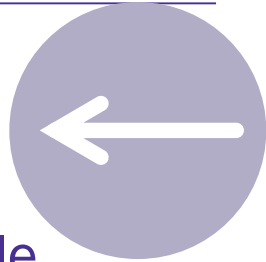
Casual Academic Hire and Payment (CAHP) project

User Group Sprint Review



Agenda

1. Actions from previous meeting
2. Generate button and Teaching Activity Schedule
3. Change of pay schedule transfer timing
4. Casual Academic walk-in sessions
5. Update session: Enhancements since Semester 1
6. Rounding to 1 minute / spread across Semester
7. Update: MyAurion form
8. Key messages / close



Actions from previous meeting

- Investigate missing activity schedules
- Let Karina know any comments around potential date of data changes
- Communicate whether the Teaching Week 3-4 pay schedule deadline will be extended
- Communicate to Casual Academics about Teaching Week 3-4 extension and guide to Teaching Activity Schedule

Generate button and Teaching Activity Schedule

- When you Generate the Pay Schedule, unsubmitted activities are unapproved
- Unapproved activities are not displayed on the TAS
- Whenever you Generate the pay schedule, Approve

Change of pay schedule transfer timing

- Pay schedule will now be transferred at 12:00pm in the last day of the pay period (Friday).
- Extra week to make changes to the schedule in CAHP.
- Less reliance on MyAurion form.

Casual Academic walk-in sessions

- Pay for teaching weeks 1-2 ran last week
- Casual Academic walk-in sessions scheduled:
 - Friday 24 August: 10:30am – 2:30pm (St Lucia)
 - Monday 27 August: 10:00am – 12:00pm (Gatton)
 - Wednesday 29 August: 1:00pm – 4:00pm (St Lucia)

Update session: Enhancements since Semester 1

- A number of enhancements have been added to the CAHP system since Semester 1
- Enhancements / Tips & Tricks session will be scheduled soon
- Time and Location: TBD

Rounding to 1 minute / spread across Semester

- This functionality will go live with the next release
- Two changes:
 - New teaching activities spread across semester will distribute pay much more evenly
 - Existing activities are not affected
 - Teaching activities that are sensitive to student numbers no longer round up to the nearest 15 minute block
 - Both new and existing activities
- Communication required to staff
- Project team will provide a draft for Schools to distribute

Update: MyAurion form

- Performance fix is currently being tested
- Expected to be released next week
- MyAurion functionality will be replaced by equivalent, improved form in CAHP
 - Design commenced

Key messages

1. Pay schedule deadline extended to end of pay period
2. Send Casual Academics to see us in walk-in session
3. Contact staff if using sensitive to student numbers
4. MyAurion form issue to be addressed and will be replaced
5. Contact the team if you have any issues or would like assistance