

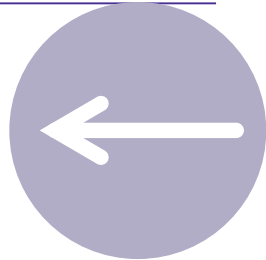
Casual Academic Hire and Payment (CAHP) project

User Group Sprint Review



Agenda

1. Actions from previous meeting
2. Release last week
3. New functionality
4. Aurion upgrade
5. Bulk termination update
6. Enhancement sessions
7. Project site moving
8. Timelines for next semester
9. Key messages / close



Actions from previous meeting

- No actions!

Release last week

- Course and Position management page
- Labels to differentiate course offerings with the same course code
- View-only access for HR PSts
- Easier to remove staff with names of a specific length
- A number of bug fixes:
 - Some activities not working for staff who are Lead Tutor and PhD
 - Generating one semester unapproving in another semester
 - Incorrect student enrolment numbers (rare)
 - Numbering of teaching activities
 - Teaching activities from previous semesters no longer in Generate file

New functionality

Timesheets in CAHP – current design

<https://invis.io/DVNOAE0HNQG>

Aurion upgrade

- Aurion will be upgraded next Saturday 29 September
- Impacts:
 - Casual Academics will gain access to their timesheets in MyAurion on Saturday afternoon on the day of upgrade
 - Better performance
 - There are some new buttons on the form (next slide)
 - A comment will be included to advise Casual Academics when their forms are available
 - Timeout after 15 minutes (reminder 2 mins before)

Aurion upgrade – new buttons

Current Period Hours from Timesheet 3.5

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.

<input type="checkbox"/>	DATE	CLASSIFICATION	HOURS	ORGUNITSITE	FUNDFUNC	FFT	DELETE LINE?
<input type="checkbox"/>	22/08/2018	AC10E L Repeat 1 hr+1	05:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	TEST2208	<input type="checkbox"/>
<input type="checkbox"/>	23/08/2018	AC10F L Clinical Con Hrs	06:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	TEST2308	<input type="checkbox"/>
<input checked="" type="checkbox"/>	24/08/2018	AC10G L Clinical Rpt Cnt	07:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	TEST2408	<input type="checkbox"/>
<input type="checkbox"/>	25/08/2018	AC20H TSpec Music Chr	08:00	EMSAH_StLucia (301410101)	Operating_TeachLearn (10101)	TEST2508	<input type="checkbox"/>

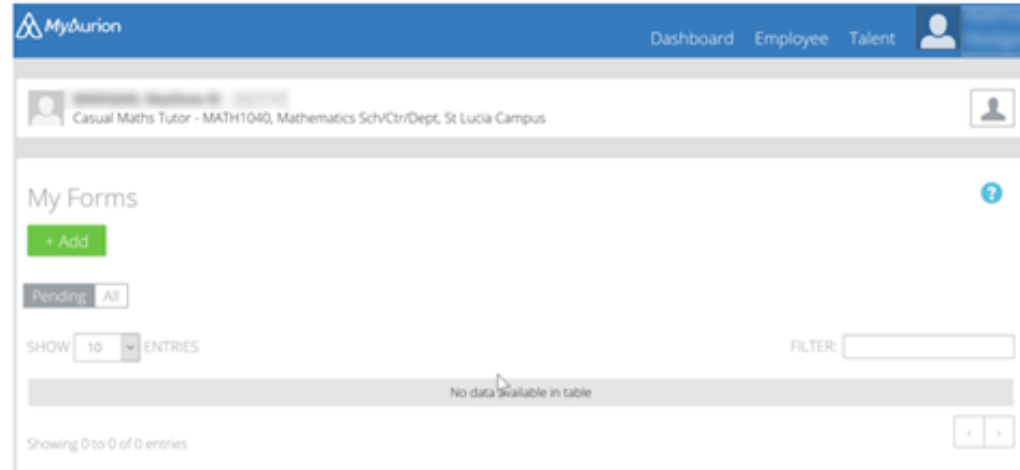
+ Insert row

Remove

Move up

Move down

Aurion upgrade – new text



Note: Forms are available to Casual Academics in MyAurion from Saturday following the end of the pay period until the following Tuesday 5pm. Supervisors can approve Forms until the subsequent Friday at 12pm. Refer to the [CAHP Pay Period Date Table](#) for specific dates.

Bulk termination update

- Bulk termination due this month as per usual process
- Affects staff who have not been paid for at least 8 months
- Terminated staff will lose access to services (library, building, parking...)
- The list of staff to be terminated does not include anyone who was ever paid through CAHP
- Concerns? Contact your HR PSt.

Enhancement sessions

- Review of enhancements since Semester 1
- CAHP Tips & Tricks
- To be held next week:
 - St Lucia: Wednesday 26 September
 - Herston: Friday 28 September

Project site moving

- ITS website is being restructured
- CAHP project site being moved to COO website
- Redirect links will be in place
- Expected mid-November

Timelines for next semester

Semester	Teaching Week	Date (Mon)	Important dates / recommended deadlines
Sem 2	Teaching 9	17/09/2018	Expression of Interest
Sem 2	Mid-Sem break	24/09/2018	Enhancements / Tips & Tricks demo
Sem 2	Teaching 10	1/10/2018	
Sem 2	Teaching 11	8/10/2018	
Sem 2	Teaching 12	15/10/2018	
Sem 2	Teaching 13	22/10/2018	
Sem 2	Revision	29/10/2018	Review position costings and PhD quals
Sem 2	Exam 1	5/11/2018	Completion of New Hires - Summer
Sem 2	Exam 2	12/11/2018	Completion of placements and schedule - Summer
Sem 2	Recess	19/11/2018	
Summer	Teaching 1	26/11/2018	Summer Semester start
Summer	Teaching 2	3/12/2018	Latest time to approve pay schedule - Summer
Summer	Teaching 3	10/12/2018	
Summer	Teaching 4	17/12/2018	First pay week - Summer Semester

Key messages

1. Use Course and Position Management page to review your positions
2. Changes due to Aurion upgrade
 - a) Slightly later access to form on the day of upgrade (29/9)
 - b) New buttons
 - c) Better performance
3. Enhancements session next week
4. Use existing EOI process for Summer Semester and Semester 1 2019