

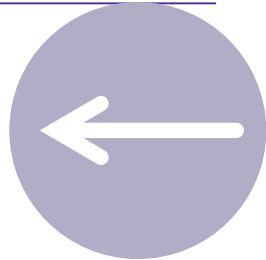
Casual Academic Hire and Payment (CAHP) project

User Group Sprint Review



Agenda

1. Actions from previous meeting
2. Aurion upgrade update
3. New functionality
4. CAHP timesheet input
 1. Process time changes
 2. Introduction timing
 3. Change plan
5. Timelines for next semester
6. Key messages / close



Actions from previous meeting

- No actions!



Aurion upgrade update

- Release successfully completed on the weekend
- Some minor issues with form accessibility resolved on Tuesday morning
- Impact for CAHP forms:
 - Faster response times
 - Information on when the form is available

New functionality

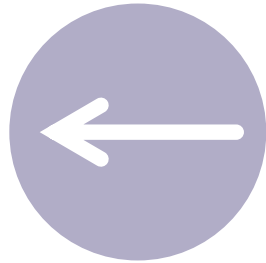
Timesheets in CAHP demonstration:

- Timesheet editing page
- Supervisor landing page
- Oversight page



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CAHP timesheet process time changes

The new timesheet must be finalised at 12pm Wednesday following the pay period (currently Friday)

Two options

Option 1	Option 2
Casual Academics submit by Tuesday 5pm (same as now)	Casual Academics submit earlier (when?)
Supervisors approve by Wednesday 12pm	Supervisors approve by Wednesday 12pm

CAHP timesheet introduction timing

When should we launch the CAHP timesheet?



CAHP timesheet introduction timing

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.

Version 2.0

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	17 August 2018	18 August 2018	21 August 2018	24 August 2018	31 August 2018
Sem 2	5 and 6	18 August 2018	31 August 2018	31 August 2018	1 September 2018	4 September 2018	7 September 2018	14 September 2018
Sem 2	7 and 8	1 September 2018	14 September 2018	14 September 2018	15 September 2018	18 September 2018	21 September 2018	28 September 2018
Sem 2	9 and Mid-Semester break	15 September 2018	28 September 2018	28 September 2018	29 September 2018	2 October 2018	5 October 2018	12 October 2018
Sem 2	10 and 11	29 September 2018	12 October 2018	12 October 2018	13 October 2018	16 October 2018	19 October 2018	26 October 2018
Sem 2	12 and 13	13 October 2018	26 October 2018	26 October 2018	27 October 2018	30 October 2018	2 November 2018	9 November 2018
Sem 2	Revision and Exam 1	27 October 2018	9 November 2018	9 November 2018	10 November 2018	13 November 2018	16 November 2018	23 November 2018
Sem 2	Exam 2 and Recess	10 November 2018	23 November 2018	23 November 2018	24 November 2018	27 November 2018	30 November 2018	7 December 2018
Summer	1 and 2	24 November 2018	7 December 2018	Friday, 30 Nov 2018	Saturday, 1 Dec 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	4 January 2019	29 December 2018	8 January 2019	11 January 2019	18 January 2019
Summer	6 and 7	5 January 2019	18 January 2019	18 January 2019	12 January 2019	22 January 2019	Thursday, 24 Jan 2019	1 February 2019
Summer	8 and Revision	19 January 2019	1 February 2019	1 February 2019	26 January 2019	5 February 2019	8 February 2019	15 February 2019
Summer	Exam week (and week after)	2 February 2019	15 February 2019	15 February 2019	9 February 2019	19 February 2019	22 February 2019	1 March 2019

CAHP timesheet introduction timing

Proposed timing: 1 January 2019

Use CAHP form from pay period: 22 December – 4 January

This will mean:

- Natural cutover point at the start of the calendar year
- Not asking Semester 1 staff to change in their last pay period
- Avoid compressed pay runs over Christmas period
- Low number of timesheets for first run

CAHP timesheet change plan



CAHP timesheet change plan

To inform the Casual Academics of the change in process:

- Awareness emails to Schools and Casuals directly
- CAHP section in Tutor training
- What else would work for your Casuals?
 - Posters?
 - Help cards?
 - Bribery?
 - Anything else?

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. CAHP timesheet in development, to be released in Summer Semester
2. Use existing EOI process for Summer Semester and Semester 1 2019