

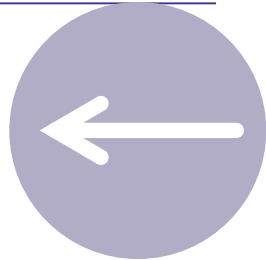
Casual Academic Hire and Payment (CAHP) project

User Group Sprint Review



Agenda

1. Actions from previous meeting
2. Release 1.6.3 today
3. Timesheet approval deadline update
4. Pay schedule reminders
5. CAHP timesheet
6. Next priorities
7. Timelines for next semester
8. Key messages / close



Actions from previous meeting

- Reschedule User Group meetings to occur every four weeks instead of each fortnight.



Release 1.6.3 today

New features:

- Ability to assign more than 24 hours of work to a single activity that does not take place on a set day
 - Note: 24 hours limit still applies for set days.
- A number of enhancements and bug fixes, including:
 - More robust integration between CAHP and Aurion
 - Better connection of UQ user IDs and Aurion ID to avoid creating duplicate IDs
 - Fix to ensure bank and tax information is sent to Aurion for new Casual Academics who already hold a scholarship.

Timesheet approval deadline update

Timesheet deadline extended for new CAHP timesheet:

Approval required by **3pm on Wednesday**

No change to current deadlines in MyAurion.

Pay schedule reminders

Don't forget to approve your pay schedules.

Payroll deadlines for end of year are compressed – refer pay period date table on the project website.

CAHP Timesheet update



Group discussion: Next priorities



Group discussion: Next priorities



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. You can now assign more than 24 hours on activities that are not scheduled on a set day.
2. Timesheet deadline extended to Wednesday 3pm
3. CAHP timesheet in development, to be released for pay period ending 4 January.
4. Use existing EOI process for Summer Semester and Semester 1 2019