



CAHP: Semester 2 - MyAurion Form - High Risk Issue

Dear Colleagues,

As you may be aware, we have identified an issue with the MyAurion form and a possible flow-on effect on payment to certain Casual Academic staff members for the pay period that covers Recess Week 3 and O-week.

Background

The current MyAurion form allows Casual Academics or their Supervisors to make adjustments to the work schedule generated in the CAHP system, so that pay can be modified in the event the Casual Academic deviates from their schedule. The form has a limitation which results in Casual Academics not being able to submit a form in the last pay period of their placement.

Impact and planned treatment

With the majority of Casual Academic placements ending on 20 July, if unmitigated this limitation may result in staff being unable to raise a form to submit pay adjustments for the Recess Week 3 and O-week pay period. We have engaged the Aurion Corporation to devise a fix for this issue in time for Semester 2.

In collaboration with the HR Systems Team and with Maggie Hibbs, Remuneration and Benefits Manager, the CAHP Project Team has tested the delivered fix. Unfortunately, the fix did not meet the required exit criteria to ensure that it will not have an effect on the whole-of-business payroll function. As a result we will not release this functionality into the Aurion solution.

Mitigations

Since the limitation affects only the last pay period of the placement, the CAHP Project Team will undertake the following actions to mitigate the issue:

1. For returning Casual Academics, reverse all new placements and replace with placement extensions. Approximately 400 placements created over the past week will be reversed. These Casual Academics will then be unaffected by the issue.
2. Wording will be placed on the MyAurion form advising Casual Academics to contact CAHP Support if they experience difficulties. This will catch any Casual Academics who work in the pay period but do not return in the same position in Semester 2.
3. Send communication to Schools for awareness and to provide instructions.
4. Work closely with the Payroll team to ensure accurate entry of Casual payment.
5. Develop alternate functionality to avoid recurrence of this issue in the next Semester.

It is understood that there will be no impact as a result of this issue further into the teaching semester.

We will keep you posted on the flow-on effect of this issue moving forward.

Regards Kim