Dear School Managers,

I write to provide further information on the Casual Academic Hire and Payment project and to advise on the timeline and process for submitting the payment schedule for your casual academic staff.

**Timeline for approving Payment Schedule**
The functionality to submit and approve course plans (payment schedule) will be available tomorrow morning, 8 February. This is the final step required to pay casual academic staff.

- The date for approving the payment schedule in the CAHP System for work performed from 3 February 2018 to 16 February 2018 is **Friday, 9 February 2018**.
- The date for approving the payment schedule in the CAHP System for work performed from 17 February 2018 onwards is **Friday, 23 February 2018**.

The instructions can be found here. Contact cahp_support@uq.edu.au if you need assistance.

**Existing casual academic staff placements**
In order to prepare for payment by schedule in Aurion, all casual academic staff on variable classification (ACAD04) were scheduled to have their placement ended on 2 February. This was completed successfully. Today, we will reinstate existing casual academic staff until 16th February to ensure they have access to buildings and are able to submit a "form". In the new CAHP process, casual academic staff will be able to complete a "form" rather than a "timekeeper form". The instructions to do this can be found here.

**New Staff Details (Part A)**
Casual academic staff are responsible for updating their bank details in My Aurion themselves and submitting their tax file declaration form to cahp_support@uq.edu.au. HR PSts will be responsible for checking and entering into Aurion: work rights, proof of identify and qualifications. Further information can be found here. The project team will contact new casual academic staff from Friday 9 February with instructions.

**Placement Details (Part B)**
To facilitate payment by schedule, all casual academic staff will need to have an active placement in Aurion to cover the dates of their teaching. This will need to be completed for all **existing** and **new** casual academic staff who have been assigned to a teaching activity. Further information can be found here. Casual academic staff will automatically receive their offer letter after their placement information has been sent to the project team and added in Aurion.

**Sent/planned communications to casual academic staff**
1. Email to casual academic staff about pending placement closures (sent on Friday 2 FEB)
2. Email to **new** casual academics on where to submit bank, tax, proof of identity, qualifications (from Friday 9 FEB onwards)
3. Email to **all** casual academics to explain CAHP process (overview video), link to training and information including how to submit a form, where to go if there is a change to their schedule, when they will get paid (by Friday 9 FEB)

**Training collateral**
- I have attached a step-by step process overview of the CAHP project. The overview video and workflow can be found here.
- The overview video for casual academic staff can be found here.
- Instructions on how to administer tutor training and how to administer courses in different schools can be found here.

Kind regards,
Ryan

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