Update on Casual Academic Hire and Payment (CAHP)

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Dear colleagues

Update on Casual Academic Hire and Payment (CAHP)

The project team and the relevant professional leads have received a great deal of feedback this week in relation to CAHP (Casual Academic Hire and Payment). We hope this note provides you with an assurance that we believe we remain on track; at the same time we are not underestimating the challenges that many colleagues are experiencing.

We are at a critical stage in a long journey. The decision to go to pay by schedule was made in June last year; and one of the key drivers was the identified need for a systems solution to the intensely manual processes of hiring and paying casual academic staff. The goal and the solution remain a key priority for UQ.

The scale of the project is significant. It amends multiple processes across HR, Finance and School Administration, without a common baseline and in the context of significant organizational changes to the HR and Finance functions.

Given these changes, it can be confusing as to who should be approving work. The CAHP project team and the Steering Committee took the decision not to build user restrictions because we understood that Schools will want to make their own decisions about how to distribute the tasks internally.

The project has already achieved significant successes in building a new scheduling tool and amending Aurion to support the pay by schedule approach. A summary table of the impact of this phase of CAHP appears below.

While we think great progress is being made, we are aware of the fact that there have been technical and other difficulties; and we suspect that the perception of these difficulties is magnified by the intensity that all academic and professional areas experience at this time of year.

As different Schools begin adopting the solution the project team is reacting as quickly as they can to provide fixes and solutions for special cases and any School-specific challenges.

The project will continue for some months yet and will continue to improve the solution, adding more validation and additional features, making it quicker and easier to use for future semesters. The project team is fully committed to supporting the Schools to ensure that all Casual Academics are paid accurately and on time.

Project Benefits Table – Payment by Schedule Phase:

Enhancement	Impact
Provided a scheduling tool	Significantly reduced the need for timesheets
Data validation on entry	Increased data quality Reduced time for corrective efforts
Reusable teaching activities and payscales (benefits for next Semester)	Reduced future data entry Reduced effort to compose subsequent work schedules
Linking teaching activities to costs	Increased budgeting capabilities
School generated work schedule (including appropriate payscales)	Reduced occurrence of incorrect payments Reduced occurrence of late claims
Schedule approval feature	Reduced approvals effort
Data integration	Reduced manual processing effort for HR PSts Increased data quality Decreased processing time
Revised Offer Letter	Reduced enquiries regarding offer details
Email delivery of UQ Credential instructions	Removed paper process Decreased time to establish Casual Accounts Improved IT Security

On Monday, Simon Paterson, Project Manager CAHP, will be following up with more specific communications to System Users and School Managers to provide updates on immediate improvements and future work. We ask that School Managers be the main point of contact for operational communications - and that they share the messages with whomever in their team needs to know. FEMs will be copied on the communications, as will HR leads.

Regards

Tim Dunne, Pro-Vice Chancellor

Bill Kernahan, Acting Director of Human Resources

Rob Moffatt, Director of ITS