

**From:** PVC Office of the Provost  
**Sent:** Wednesday, 21 March 2018 9:41 AM  
**To:** UQ\_School\_Managers <[managers.schools@uq.edu.au](mailto:managers.schools@uq.edu.au)>; UQ\_Heads\_of\_Schools <[uqheadsofschools@uq.edu.au](mailto:uqheadsofschools@uq.edu.au)>  
**Cc:** UQ\_Faculties\_Executive\_Officers <[executiveofficers.faculties@uq.edu.au](mailto:executiveofficers.faculties@uq.edu.au)>; UQ\_Faculties\_Executive\_Deans <[executivedeans.faculties@uq.edu.au](mailto:executivedeans.faculties@uq.edu.au)>; Angela Lawton <[a.lawton@uq.edu.au](mailto:a.lawton@uq.edu.au)>; Simon Paterson <[simon.paterson@uq.edu.au](mailto:simon.paterson@uq.edu.au)>; Rob Moffatt <[r.moffatt@uq.edu.au](mailto:r.moffatt@uq.edu.au)>; Bill Kernahan <[b.kernahan@uq.edu.au](mailto:b.kernahan@uq.edu.au)>; Tim Dunne <[tim.dunne@uq.edu.au](mailto:tim.dunne@uq.edu.au)>; PVC Executive Assistant <[pvc.executiveassistant@uq.edu.au](mailto:pvc.executiveassistant@uq.edu.au)>; Amy Thams <[a.thams@uq.edu.au](mailto:a.thams@uq.edu.au)>; Andrew Betts <[a.betts@uq.edu.au](mailto:a.betts@uq.edu.au)>  
**Subject:** Update on CAHP and imminent deadlines

**Sent on behalf of the CAHP Steering Committee members – Tim Dunne (PVC), Rob Moffatt (CIO), Bill Kernahan (Dep Director HR)**

Dear All

**IMPORTANT: Casual Academic Hiring and Payment Project (CAHP)**

We are writing to you once again in our capacity as the senior members of the Steering Committee for the Casual Academic Hiring and Payment project.

The past few weeks have been challenging ones for all concerned with the introduction of the interim casual payment arrangements. We acknowledge the difficulties experienced by Schools and by casual staff, and note our appreciation of the dedication and hard work of many colleagues. We are pleased to report that our casual staff were paid on time, albeit with some staff receiving their payments in the last two days of the pay week.

The work of the past few weeks will reap rewards in current and subsequent pay periods, and we are extremely appreciative of everyone's efforts. The CAHP Project Team is confident that the process and base employee data is near complete and is robust. However, the team are also determined to improve the experience at each step of the process.

We are now close to cementing a process and activity cycle that will fully support the CAHP process. Right now we need Schools to perform some immediate actions, as specified below. If these actions are completed on time, it will benefit casual academic colleagues and result in less manual follow up work for Schools and supporting functions.

Key Actions:

**1. Previous Pay - Pay corrections from start of semester through teaching weeks 1&2**

We are supporting corrections for any pay relating to the start of semester and teaching weeks 1 and 2 (work performed from February 3rd through to March 2nd).

➤ **ACTION: Details of any outstanding people with incorrect pay to be clearly marked and sent to the CAHP Support inbox using the pay advance spreadsheet for us to treat as a priority**

**2. Current Pay - Amendments to the schedules for teaching weeks 3&4**

Schools have the opportunity to make amendments to the schedules already loaded into MyAurion before the payroll process begins. Casuals had until close of business March 20th to raise any amendment forms. Supervisors have until midday March 23rd (Friday) to approve these, or raise and approve forms on behalf of Casuals in order to make any amendments.

A list will be sent to each School detailing all their teaching activities for the pay period highlighting any activities that were not loaded into Aurion.

➤ **ACTION: Before midday Friday March 23rd, Schools are to approve any forms already raised by Casuals in MyAurion; raise any additional forms in MyAurion to apply any other amendments in the schedules**

A follow up email will be sent today to each School with their schedules in support of actions 1 and 2.

**3. Future Pay - Approval of schedules for weeks 5&6**

The proposed pay schedules for weeks 5&6 are due to be approved by Schools by close of business March 23rd (Friday).

These schedules will then be loaded into Aurion so that Casual staff can raise any amendments through MyAurion from March 25th (Sunday) as per the intended CAHP process.

➤ **ACTION: By Friday March 23rd, Schools are to generate, review and approve the pay schedules for weeks 5&6**

Note: any unapproved changes made in the CAHP system will not be sent to Aurion meaning the Casual will be paid as per the last approved version of their schedule. The CAHP team will support you in processing any underlying data issues.

The Project team is sending tailored communication to all Schools as well as updating the Website with new visuals.

If Schools are unable to implement these Actions in the time available, please notify your FEM and copy to Tim/Rob/Bill. Thank you.

Professor Tim Dunne MPhil DPhil (Oxon) FASSA  
Pro-Vice-Chancellor, Office of the Provost  
The University of Queensland | Brisbane Queensland 4072 | Australia  
Executive Assistant: Ms Lu Apruzzese  
E: [pvc.executiveassistant@uq.edu.au](mailto:pvc.executiveassistant@uq.edu.au) | Ph: +61 7 334 69888

CRICOS Provider Number 00025B

This email is intended solely for the addressee. It may contain private or confidential information. If you are not the intended addressee, you must take no action based on it, nor show a copy to anyone. Kindly notify the sender by reply email. Opinions and information in this email which do not relate to the official business of The University of Queensland shall be understood as neither given nor endorsed by the University.