CAHP Preparation for Semester 2

Dear Colleagues,

With Semester 2 fast approaching, the CAHP team recommend the below preparation steps to ensure a smoother set-up for our Casual Academic staff.

While you may not yet have 100% of your schedule and new hire information by the dates below, we would like to receive as much information as you have to hand to ensure timely and accurate processing of Casual Academic details. We note that changes will continue to be made over the initial month of the semester as teaching activities and courses are finalised. Your assistance in providing as much detail as possible by the indicated dates will allow the team to process these last-minute changes more swiftly.

Preparation steps by 30 June 2018
- Review position costings for accuracy. A report will be provided by the CAHP team later this week.
- Upload the New Hire Spreadsheet (Previously supplied on the 2nd of May and attached again here) with as many new hires as you have identified.
  - The New Hires page will be available in CAHP in the last week of June, or you can send your Head of School approved spreadsheet directly to CAHP_support@uq.edu.au to get started early!
- Head of School approval for any known new hires to be completed. Step-by-step instructions on this process will follow shortly.
  - Note: a conditional offer letter and UQ login credentials will be automatically sent to the new hires once Head of School approval has been completed.
- Create your teaching schedule in CAHP for semester 2.

Preparation steps by 11 July 2018
- Finalise new hires in CAHP with Head of School approval.
- New hires to accept offer and enter personal details in the CAHP system. Entry instructions are provided directly to the new hires in their conditional offer letter.
  - Note: Your HR Professional Services team will complete visa / work rights checks as required.

Preparation steps by 13 July 2018
- Complete placement details in CAHP for generation of placements in Aurion.
- Head of School approval for placements to be completed (new hires who were previously approved don't need to be approved again).
- Ensure that any PhD qualifications for your Casual Academics are recorded in Aurion. A report will be provided by the CAHP team in the week of the 9th of July.
- Generate and approve the Semester 2 pay schedule. Note: Semester 2 approval capability will be available in the last week of June.

Links:
- CAHP Training Hub – note that as we deliver new functionality, there will be changes to the following guides:
  - New Hire Spreadsheet
  - Assign Casual Academics to Placements
- Project Website - Contains links to resources such as previous project communications, FAQs, other training materials etc.

If you have any questions in regards to the preparation requirements, please contact the CAHP Support team at:
- Email: CAHP_Support@uq.edu.au
- Phone: (336) 54967

Thank you for your ongoing support,

The CAHP Project Team.