



## CAHP Teaching Activity Schedule Release

Dear Colleagues,

The CAHP team has been working to enhance the CAHP solution and enable Casual Academics to view their pay schedule. As requested by Schools this pay schedule will be known to Casual Academics as the **Teaching Activity Schedule**.

We would like to confirm the **expected deployment** of the Teaching Activity Schedule on **Wednesday 9 May 2018**.

- Communications will be sent via e-mail to Casual Academics once the successful deployment has been confirmed. This information will include:
  - Information about the functionality
  - How to access the Teaching Activity Schedule
  - Where to access training materials and frequently asked questions.

Please find below the links to support materials:

- Training materials are available on the [UQ Training Hub](#).
- Schools and Casual Academics are able to access [Frequently Asked Questions](#) on the CAHP Support page.

As shown in the snapshot below, Casual Academics are able to view all tasks assigned to them by date with gross payment for each task. This will assist them with reconciling payments they receive from Aurion. Only payments that have been approved by the School Manager (or delegate) are displayed to the Casual Academic.

### Teaching Activity Schedule

Dr John Smith

Year:  OR Pay Period:

Semester:

[Help](#)

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The teaching activity schedule below represents approved teaching activities assigned to you in the CAHP system. If you have any questions about the schedule, please contact your supervisor.

Pay date: 25/May/2018 Total gross payment: \$4172.31

Show 10 entries Search:

Unit	Course	Employee Number	Day / Time	Activity	Duration	Code	Amount
Example	TEST1212	7777777	Tuesday 01/May/2018 09:00	Lecture 1/1	2hr	AC10A	\$367.68
Example	TEST1212	7777777	Tuesday 01/May/2018 11:00	Tutorial 1/1	1hr	AC20E	\$156.82
Example	TEST1212	7777777	Tuesday 01/May/2018 12:00	Tutorial 1/2	1hr	AC20F	\$104.55
Example	TEST1114	7777777	Wednesday 02/May/2018 09:00	Tutorial 1/7	2hr	AC20E	\$313.64
Example	TEST1212	7777777	Wednesday 02/May/2018	Marking 1/1	9hr 45min	AC30B	\$509.66
Example	TEST1114	7777777	Wednesday 02/May/2018	Marking 1/2	18hr	AC30B	\$940.91
Example	TEST1114	7777777	Wednesday 02/May/2018 13:00	Tutorial 1/6	4hr	AC20F	\$418.16
Example	TEST1212	7777777	Tuesday 08/May/2018 09:00	Lecture 1/1	2hr	AC10A	\$367.68
Example	TEST1212	7777777	Tuesday 08/May/2018 11:00	Tutorial 1/1	1hr	AC20E	\$156.82
Example	TEST1212	7777777	Tuesday 08/May/2018 12:00	Tutorial 1/2	1hr	AC20F	\$104.55

Showing 1 to 10 of 12 entries Previous **1** 2 Next

In the **next release** of the Teaching Activity Schedule, managers, supervisors and payroll staff will be able to view each individual's schedule in alignment with their security profile access. This release is anticipate to be available within the next month.

If you need further assistance, please contact CAHP Support at [CAHP\\_Support@uq.edu.au](mailto:CAHP_Support@uq.edu.au)

Thank you for your ongoing support,

The CAHP Project Team.