



Distributed to

School Administrators except SMS Legacy Schools

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**.

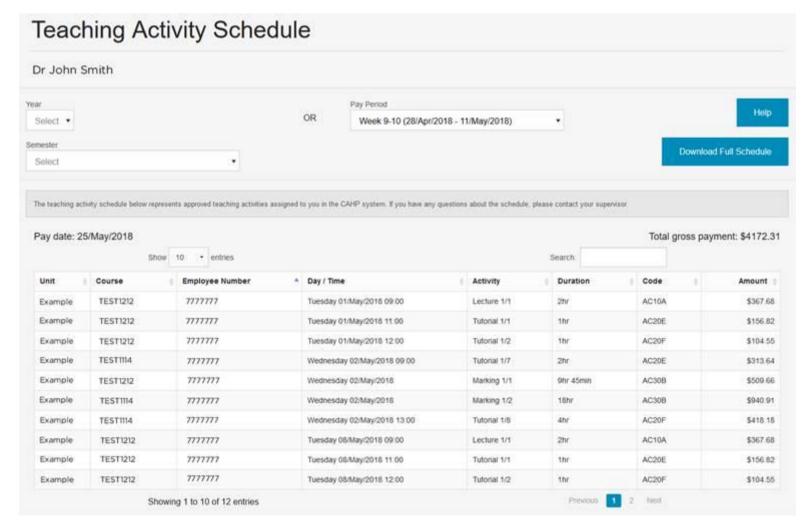
We would like to confirm the expected deployment of the Teaching Activity Schedule on Wednesday 9 May 2018.

- 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 <u>UQ Training Hub</u>.
- Schools and Casual Academics are able to access <u>Frequently Asked Questions</u> 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.



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

Thank you for your ongoing support,

The CAHP Project Team.