

From: PVC Office of the Provost
Sent: Thursday, 18 January 2018 3:52 PM
Subject: CAHP Update: Appointment Spreadsheet and Placements Page

Dear Colleagues,

As the academic Sponsor of the Casual Academic Hire and Payment (CAHP) project, I would like to update you on an important aspect that will need your attention.

While we work towards delivering the full scope of the CAHP enterprise solution, the project team has created a semi-automated process for capturing the personal details of new appointees (formerly known as Part A), and a web page to support the creation of new placements (part B) in your Schools.

New Staff Details (Part A)

The spreadsheets and process for completing them can be found [here](#). We have kept these details to a minimum to facilitate the early preparation of this spreadsheet, the quick creation of new appointments, and the consequent generation of UQ credentials for new academic casuals. As with the current appointment process, the Head of School is still required to review and sign off on new appointments and a local record of this approval will need to be retained.

Casual Academics will be asked to update their bank details through myAurion before commencement of work, while the Tax File Number (TFN) updates will be supported by a dedicated HR transactional staff member supporting the CAHP project.

Placement Details (Part B)

A new web page to support the creation of new placements (Part B) **will be available for School administrators in the new CAHP system by the 25th of January**. The instructions for this webpage will be posted on the systems training [hub](#) and the functionality will be covered in training sessions from next week. Like for the appointment details page, the Head of School is still required to sign off on new placements and retain a local copy of that approval.

You can find further information on the CAHP project on the project [website](#) and systems training [hub](#). These resources will be updated regularly throughout the project.

If you have any immediate issues, questions, or concerns, about the above then please contact Ryan Stride at cahp_support@uq.edu.au

Kind regards

Tim

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