

CAHP Project

Tutor Training
Information Sessions



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Agenda

1. CAHP Overview
2. Teaching Activity Schedule
3. Importance of Dates
4. Submitting Changes to the Schedule
 1. My.Aurion Forms
5. Training Material

Overview



School assigns
teaching activities
to create a
schedule through
CAHP



Tutor
performs duties



Exceptions from
the schedule are
recorded and
approved through
MyAurion



Paid based on
schedule &
adjustments

Worked according to
assigned Schedule

Will be paid correctly as per the
Payment Schedule without
submitting a timesheet.

Did not work
according to
assigned Schedule

Timesheet will need to be
submitted to identify changes
to the schedule.












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Accessing Teaching Activity Schedule and MyAurion



Apps

-  Dashboard
-  Apps
-  My Profile
-  My Requests
-  My Files
-  Current Staff
-  Email
-  MyAurion
-  Learn UQ
- More...



My Files



My Library Loans



My Profile



My Requests



My Settings



Events



Food/Drinks



Notifications



Study Spots



Transport



CAHP



Citrix Apps



Current Staff



Email



EMS ProMaster



Learn UQ



Library



News



MyAurion



Reportal



Sh-net



Search



UniFi



UniTask



UQ Contacts



UQ Jobs

Teaching Activity Schedule
through CAHP

Adjustments and payslips
through MyAurion

Teaching Activity Schedule

Teaching Activity Schedule

Dr John Smith

Year

Select

OR

Pay Period

Week 9-10 (28/Apr/2018 - 11/May/2018)

Help

Semester

Select

Download Full Schedule

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 1/8	4hr	AC20F	\$418.18
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



Create change

Importance of Dates

Casual Academic Staff are paid for a fortnight in arrears. You will receive pay for the work you have done (including any adjustments that are approved by the deadline) in the fortnight after work has been done.

Example- Semester 2 weeks 3 and 4

- pay week: 4 August to 17 August ☐
- Last day to make adjustments in My.Aurion: 21 August ☐
- Pay day: 31 August ☐

August 2018						
MO	TU	WE	TH	FR	SA	SU
			1	2	3	4 5
Week 3	6	7	8	9	10	11 12
Week 4	13	14	15	16	17	18 19
	20	21	22	23	24	25 26
	27	28	29	30	31	1 2
	3	4	5	6	7	8 9

Casual Academic Pay

Casual Academic Staff are paid for a fortnight in arrears. You will receive pay for the work you have done (including any adjustments that are approved prior to the deadline) in the fortnight after the work has been done.

Semester	Teaching weeks	Start pay period	End pay period	Last day for School to approve schedule in CAHP	Pay schedule available in MyAurion	Last day to make changes in MyAurion - Casual Academic	Last day to make changes in MyAurion - Supervisor	Pay day
Sem 1	O-week (and week before)	3 February 2018	16 February 2018	9 February 2018	11 February 2018	20 February 2018	23 February 2018	2 March 2018
Sem 1	1 and 2	17 February 2018	2 March 2018	23 February 2018	25 February 2018	6 March 2018	9 March 2018	16 March 2018
Sem 1	3 and 4	3 March 2018	16 March 2018	9 March 2018	11 March 2018	20 March 2018	23 March 2018	30 March 2018
Sem 1	5 and 6	17 March 2018	30 March 2018	23 March 2018	25 March 2018	3 April 2018	6 April 2018	13 April 2018
Sem 1	Mid-Semester break	31 March 2018	13 April 2018	6 April 2018	8 April 2018	17 April 2018	20 April 2018	27 April 2018
Sem 1	7 and 8	14 April 2018	27 April 2018	20 April 2018	22 April 2018	1 May 2018	4 May 2018	11 May 2018
Sem 1	9 and 10	28 April 2018	11 May 2018	4 May 2018	6 May 2018	15 May 2018	18 May 2018	25 May 2018
Sem 1	11 and 12	12 May 2018	25 May 2018	18 May 2018	20 May 2018	29 May 2018	1 June 2018	8 June 2018
Sem 1	13 and Revision	26 May 2018	8 June 2018	1 June 2018	3 June 2018	12 June 2018	15 June 2018	22 June 2018
Sem 1	Exam 1 and 2	9 June 2018	22 June 2018	15 June 2018	17 June 2018	26 June 2018	29 June 2018	6 July 2018
Sem 1	Recess 1 and 2	23 June 2018	6 July 2018	29 June 2018	1 July 2018	10 July 2018	13 July 2018	20 July 2018
Sem 2	Recess 3 and O-week	7 July 2018	20 July 2018	13 July 2018	15 July 2018	24 July 2018	27 July 2018	3 August 2018
Sem 2	1 and 2	21 July 2018	3 August 2018	27 July 2018	29 July 2018	7 August 2018	10 August 2018	17 August 2018
Sem 2	3 and 4	4 August 2018	17 August 2018	10 August 2018	12 August 2018	21 August 2018	24 August 2018	31 August 2018
Sem 2	5 and 6	18 August 2018	31 August 2018	24 August 2018	26 August 2018	4 September 2018	7 September 2018	14 September 2018
Sem 2	7 and 8	1 September 2018	14 September 2018	7 September 2018	9 September 2018	18 September 2018	21 September 2018	28 September 2018
Sem 2	9 and Mid-Semester break	15 September 2018	28 September 2018	21 September 2018	23 September 2018	2 October 2018	5 October 2018	12 October 2018
Sem 2	10 and 11	29 September 2018	12 October 2018	5 October 2018	7 October 2018	16 October 2018	19 October 2018	26 October 2018
Sem 2	12 and 13	13 October 2018	26 October 2018	19 October 2018	21 October 2018	30 October 2018	2 November 2018	9 November 2018
Sem 2	Revision and Exam 1	27 October 2018	9 November 2018	2 November 2018	4 November 2018	13 November 2018	16 November 2018	23 November 2018
Sem 2	Exam 2 and Recess	10 November 2018	23 November 2018	16 November 2018	18 November 2018	27 November 2018	30 November 2018	7 December 2018
Summer	1 and 2	24 November 2018	7 December 2018	30 November 2018	2 December 2018	Wednesday, 5 Dec 2018	Friday, 7 Dec 2018	21 December 2018
Summer	3 and 4	8 December 2018	21 December 2018	Friday, 7 Dec 2018	Sunday, 9 Dec 2018	Wednesday, 12 Dec 2018	Friday, 14 Dec 2018	4 January 2019
Summer	Mid-Semester break and 5	22 December 2018	4 January 2019	28 December 2018	30 December 2018	8 January 2019	11 January 2019	18 January 2019
Summer	6 and 7	5 January 2019	18 January 2019	11 January 2019	13 January 2019	22 January 2019	Thursday, 24 Jan 2019	1 February 2019
Summer	8 and Revision	19 January 2019	1 February 2019	25 January 2019	27 January 2019	5 February 2019	8 February 2019	15 February 2019
Summer	Exam week (and week after)	2 February 2019	15 February 2019	8 February 2019	10 February 2019	19 February 2019	22 February 2019	1 March 2019



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CAHP_Support@uq.edu.au

Submitting Changes to the Schedule

Current fortnight:

- Add hours- MyAurion
- Remove hours- MyAurion

Previous fortnight:

- Add hours- MyAurion
- Remove hours- contact your supervisor or school administrator

MyAurion- Selecting Employee Number

The screenshot shows the MyAurion web portal. At the top, there is a blue header bar with the MyAurion logo on the left and navigation links for 'Dashboard', 'Employee', and 'Talent' on the right. A user profile icon is also visible in the top right corner. Below the header, the main content area is titled 'My Tasks' and includes a welcome message: 'Welcome to MyAurion, the online portal to UQ's HR Management System. MyAurion enables you to:'. A list of tasks follows, including 'Leave', 'Payroll', 'Personal Information', 'Personal Profile', 'Employment History', 'Training', 'Timesheets for Casual staff', and 'Casual Academic - Payment by Schedule'. A section for 'Supervisors only' is also present. At the bottom of the main content area, there is a footer with a calendar icon, the number '13', the word 'Mail', and a dropdown arrow. A blue callout box with a white question mark icon points to the user profile icon in the top right corner, containing the text 'Click Change Employee icon'.

MyAurion

Dashboard Employee Talent

Casual Academic Maths, Mathematics Sch/Col/Dept, St Lucia Campus

My Tasks

Welcome to MyAurion, the online portal to UQ's HR Management System. MyAurion enables you to:

- **Leave:** view your leave balances and submit leave applications (Dashboard > Leave)
- **Payroll:** view and update payroll information such as bank account, view your fortnightly pay advice (payslip) and access your ATO Payment Summary (Dashboard > Payroll)
- **Personal Information:** view and update personal information, such as address and emergency contacts (Employee > Personal)
- **Personal Profile:** view your recorded qualifications and licences, and completed induction training (Employee > HR Profile)
- **Employment History:** view your employment history (Employee > Work History)
- **Training:** submit training requests, view upcoming training and view training history (Talent > Training & Courses)
- **Timesheets for Casual staff:** complete and submit timesheets (Dashboard > Timesheets)
- **Casual Academic - Payment by Schedule:** raise a form to modify a pre-approved work schedule (Dashboard > My Forms)

Supervisors only:

- view a staff schedule (Workforce > Staff Schedule)
- approve leave applications and timesheets (Dashboard > My Tasks)
- approve forms for casual academics who have modified a pre-approved work schedule (Dashboard > My Forms)

Internet Explorer is not recommended for using MyAurion

Additional information on how to use MyAurion is available on the [HR Systems Training Hub](#) (login with your UQ username and password)

13 Mail

Click Change Employee icon

MyAurion- Accessing Adjustment Forms

MyAurion

Dashboard Employee Talent

My Tasks

Timesheets

Leave

Payroll

My Forms

Click My Forms

Welcome to MyAurion, the online portal to UQ's HR Management System. MyAurion is your personal HR system.

- **Leave:** view your leave balances and submit leave applications (Dashboard > Leave)
- **Payroll:** view and update payroll information such as bank account, view your fortnightly pay advice (payslip) and access your ATO Payment Summary (Dashboard > Payroll)
- **Personal Information:** view and update personal information, such as address and emergency contacts (Employee > Personal)
- **Personal Profile:** view your recorded qualifications and licences, and completed induction training (Employee > HR Profile)
- **Employment History:** view your employment history (Employee > Work History)
- **Training:** submit training requests, view upcoming training and view training history (Talent > Training & Courses)
- **Timesheets for Casual staff:** complete and submit timesheets (Dashboard > Timesheets)
- **Casual Academic - Payment by Schedule:** raise a form to modify a pre-approved work schedule (Dashboard > My Forms)

Supermoots only:

- view a staff schedule (Workforce > Staff Schedule)
- approve leave applications and timesheets (Dashboard > My Tasks)
- approve forms for casual academics who have modified a pre-approved work schedule (Dashboard > My Forms)

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MyAurion- Demo

Training Material

Available on the Training Hub

<https://systems-training.its.uq.edu.au/cahp>

