



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



Distributed to:

School Administrators
School Managers

CAHP Release: New hire process and workflows released

Dear Colleagues,

The CAHP Project Team is thrilled to have successfully delivered the new hire process in the Casual Academic Hire and Pay (CAHP) system. As part of implementation, notifications will be active from 4 July.

What functionality has been released?

This release includes the following major functionality:

- New hires upload page
- Workflow for Head of School approval of new hires
- Offer letters to Casual Academic
- Offer acceptance page and personal details submission for Casual Academic
- Other enhancements and bug fixes

A more detailed list of the last item is included at the end of this message.

When will the functionality be available?

The functionality is now live.

How do I learn about the new functionality?

- Information and training sessions will be held this week on Tuesday, Wednesday and Thursday and next week on Monday, Wednesday and Thursday. Please refer to the information session e-mail you should have received, or contact the CAHP Support Team for more information.
- Heads of School have been informed of the approval functionality in the Heads of School meeting on Wednesday 27 June. An e-mail has also been sent offering one on one sessions and training materials.
- User guides have been made available on the [Training Hub](#). Specific guides can be found as follows:
 - [New hires upload](#)
 - [Head of School approval page](#)
 - [Sanctions check](#)
 - [Honorary check](#)
- Contact the project team if you have any questions that are not covered by the information and training sessions or the user guides.

Detailed list of changes

More details on the other enhancements:

- Improved configuration pages to better inform which pay scales are linked to which teaching activity type.
- Fixed a bug where a pay rate could be assigned to a deactivated teaching activity.
- Fixed a bug where a Lead Tutor could be removed from all teaching activities in a course.

Next Steps

The CAHP Project Team is now working to deliver the following items for the next release:

- Enhancements to the placement page to pre-fill details
- Remove 15 minute rounding on teaching activities to allow for a smoother distribution of hours across semester
- Improvements to the way pay schedule adjustments are made in the My.Aurion form.

Other information

Thank you for your ongoing support to the development of CAHP. If you have any questions about this release please contact us.

- Email: CAHP_Support@uq.edu.au
- Phone: (336) 54967

The CAHP Project Team

Please feel welcome to share this information with other staff.