



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



Distributed to:

School Managers
HR Relationship Managers
Heads of School

CAHP School Administrators
FEMs
HoS EA's

Now available: Placement enhancements Stage 2

Dear Colleagues,

The Casual Academic Hire and Pay (CAHP) Project Team is pleased to announce a minor release to the CAHP system.

What functionality has been released?

The following enhancements are now available:

- It is **no longer required to enter an employee number** on the Placements page.
 - An existing employee number will be assigned to the Casual Academic.
 - If no employee number is available, a new number will be created and then assigned.
- Suggested start and end date for placements and job title will be pre-populated.
 - If you are happy with these, you can keep them.
 - They can be overwritten if required.
- The **Head of School will receive a My.UQ / UniTask notification** when placements are submitted for approval.

These changes will greatly simplify the placement creation process, as you will no longer be interrupted when no employee number is available.

When will the functionality be available?

The functionality is now live.

How do I learn about the new functionality?

The following guides on the Training Hub have been updated to reflect the changes:

- [Assign Casual Academics to Placements guide](#)
- [Head of School Approve Placements guide](#)

Delivery stages for placement improvements

Stage 1 – Available now

- Workflow for Head of School approval (without notification and renewal letter)

Stage 2 – Available now

- Automated employee number assignment and / or creation
- My.UQ / UniTask notification to Head of School when Placements are submitted for approval

Stage 3 – Expected by the end of next week

- Automation of placement processes that are currently performed with manual intervention:
 - Automatic placement updates in Aurion
 - Automation of renewal letter sent to Casual Academic

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

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

The CAHP Project Team.