Now available: Stage 1 - Placement process and workflows

Dear Colleagues,

With the start of Semester 2 approaching, the Casual Academic Hire and Pay (CAHP) Project Team has been working to improve the **placement process** for Casual Academic staff. This work follows the recently delivered New Hire functionality and will be rolled out in three stages to ensure the benefits of each stage are available to Schools as early as possible.

Delivery stages for placement improvements

Stage 1 – Available now
- Workflow for Head of School approval (without notification and renewal letter)

Stage 2
- Integration with Aurion to renew placements, including automated employee number creation
- My.UQ / UniTask Notification to Head of School when Placements are submitted for approval
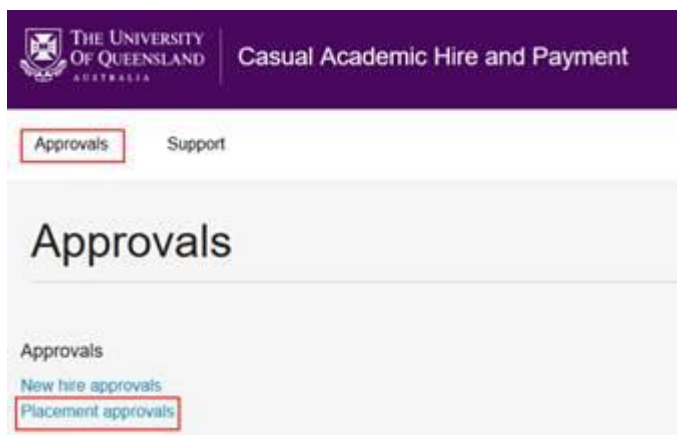
Stage 3
- Renewal letter sent to Casual Academic

Stages 2 and 3 are expected to be delivered in the next fortnight.

What functionality is available now?

We are currently in Stage 1. In brief, this means that after the School Manager / Administrator submits placements for approval, the Head of School can log in to CAHP and approve the submitted placements by navigating to *Approvals > Placement Approvals* and clicking the '*Approve*' button. This will record the approval and the placements will be entered into Aurion by the CAHP Support team.

Please note that any placements approved before the release of Stage 2 **will not result in a renewal letter sent to the Casual Academic**. If your School requires a renewal letter to be sent, please only approve placements after Stage 2 is released.

How do I learn about the new functionality?

- Step-by-step user guides are available on the Training Hub. Specific guides can be found as follows:
  - The Assign Casual Academics to placements guide has been updated and details how the School Manager / Admin submits placements in Stage 1.
  - The new Placement approval guide details how the Head of School may approve proposed placements.
- Contact the project team if you would like to **book a one on one or team training session** or have any other questions not covered by the user guides.

Other information

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