



Distributed to:

School Administrators
School Managers

Teaching Activity Schedule- School Administrator Access

Dear Colleagues,

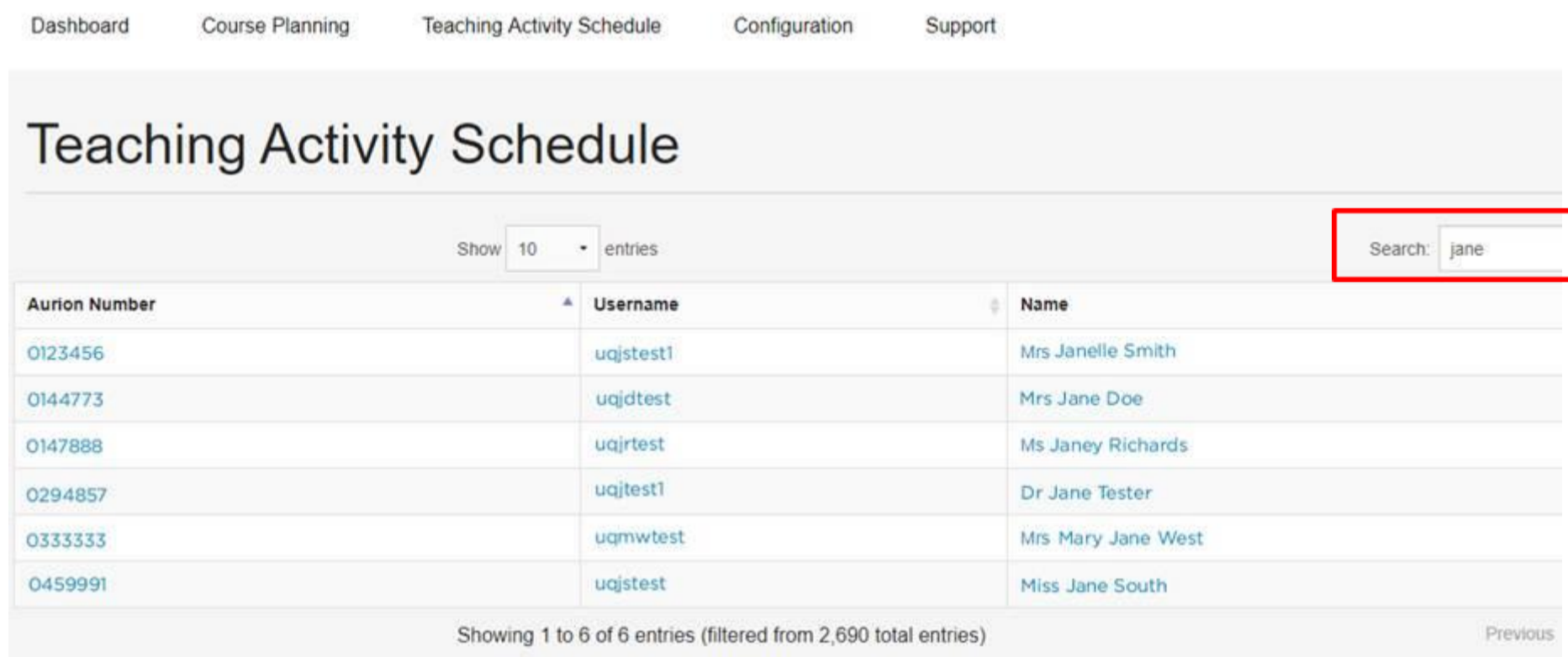
Following the release of the Teaching Activity Schedule for Casual Academics, School Administrators can now also view the Teaching Activity Schedule of their staff.

- **School Managers and Administrators** can see the Teaching Activity Schedules for all Casual Academic staff who are assigned activities in their unit.

The **Teaching Activity Schedule** is available for you to access within the CAHP system in the top navigation bar.



The page allows you to **search** and view the Teaching Activity Schedule for the Casual Academics in your school.



Please note that the activities displayed on the page show the most recently approved schedule. The page does not reflect any changes in timesheet forms submitted through myAurion. The dollar amounts displayed are gross amounts and do not take into account tax and deductions that may occur during payroll processing.

Please find support material at the links below:

- [Training materials](#)

- [Frequently Asked Questions for Teaching Activity Schedule](#)

If you have any questions about this functionality please contact us on CAHP_Support@uq.edu.au.

Thank you for your ongoing support,

The CAHP Project Team.

