



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



Distributed to:

CAHP School Administrators
School Managers
FEMs

HR PST
Payroll

CAHP Pay Schedule transfer date extended

Good Afternoon

All schools have been working hard over the last few weeks to prepare their schedules and placements for Semester 2. We understand that this has been a mammoth task and appreciate the effort that everyone has put into it.

Following feedback and a review of the data within CAHP we know that there are still some outstanding tasks to be completed with the schedules, new hires to complete their details, and placements to be finalised. To provide additional time to enter your data the cut-off to generate and approve your schedule will be **extended to 12noon on Wednesday 1st August.**

Critical Dates

Until **5:00 PM Monday 30 July schools can submit new placements**

- CAHP Support will continue to be able to create placements until COB on Tuesday 31 July.

Until **12noon on Wednesday 1st August**

- Schools can continue to update and schedule activities for Semester 2 (from teaching week 1 onwards)
- Schools will be able to generate and approve their schedule

Until the pay schedule is transferred, **casual academic staff will not be able to access forms within MyAurion** as this would cause incorrect payment. This will reduce the time that they will have to submit forms from 10 days to 7, however it will allow schools the ability to make the changes directly in CAHP for those extra 2 and half days.

Thank you for your ongoing support to the development of CAHP. If you have any questions or need assistance 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.