



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



Distributed to:

School Administrators
School Managers

Payroll
HR PSts

CAHP Release: Aurion form performance improvement, placement improvements, rounding and more

Dear Colleagues,

The CAHP Project Team is pleased to have successfully delivered a number of enhancements in the Casual Academic Hire and Pay (CAHP) system.

What functionality has been released?

This release includes the following items:

- The MyAurion form now loads much more quickly
- Placement and New Hire information is now automatically sent from CAHP to Aurion without manual intervention
- Removed 15 minute rounding on teaching activities to allow for a smoother distribution of hours across semester
- The Pay Schedule Approval page now includes a Semester selector
- Additional logging has been added to better track changes to schedules.

Please note: the MyAurion form is now expected to work for **99.5% of Casual Academics**. There may be a very small number of Casual Academic staff members who still experience issues raising forms due to the large number of teaching activities assigned to them in a fortnight. If this happens, please ask the Casual Academic to contact CAHP_Support@uq.edu.au with the details of the required change to their timesheet. The Support team will manually process these changes. In the meantime, we continue to work on replacing the MyAurion form functionality altogether.

When will the functionality be available?

The functionality is now live.

How do I learn about the new functionality?

The Training Hub is currently locked down for a structural update. Once it becomes available, the full suite of CAHP training material will be updated.

Do I need to do anything?

As an attachment to this email, please find a draft message addressed to Casual Academics. If your School is affected by the change in rounding, please send a copy of this message to your Casual Academics to clarify the change. Feel free to adjust the message for clarity to Casual Academics in your School.

Note that if you schedule all of your activities in 15-minute blocks, then your School is not affected, so you will not need to send this message. We have identified that the following Units will see changes to pay as a result of the rounding update:

- School of Music
- School of Political Science
- First Year Engineering
- School of Business
- School of Nursing, Midwifery and Social Work
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- Faculty of Medicine

If you are not sure whether your School is affected, please contact the CAHP project team (details below).

Next Steps

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

- Moving the MyAurion form into the CAHP system so that actual hours worked are entered into CAHP directly
- A Course and Position management page that allows you to set positions for all of your courses on one page
- Automation of transfer of Personal Details data to Aurion (remove manual intervention)
- Provide CAHP view-only access to HR PSts.

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.

