CAHP statuses explained

Dear Colleagues,

Since the release of the New Hire and Placement functionality, the project team has received a number of queries in relation to the different statuses shown for these processes within the CAHP system.

A list of statuses visible on the Placements screen was initially included in the training materials sent with the releases and for easy reference they have been listed again below. In addition to the Placement statuses, the New Hires In Progress screen contains more detailed information for New Hires. These statuses were covered in the Release training sessions and are also listed below.

Placement page

The Placement statuses can be viewed on the Placements page under *Configuration > Placements > Submit*. The following statuses exist:

- **To be processed** – More information needs to be added to the placement before it can be sent to Aurion. This status appears on blank rows, which mean a further placement is required for the Casual Academic.
- **Ready for approval** – The placement has enough information to be approved by the Head of School. When the Submit for Approval button is clicked, these placements will be routed to the Head of School for action.
- **Awaiting Head of School approval** – The placement has been submitted to the Head of School for approval and is awaiting Head of School action.
- **Queued for Aurion** – The placement has been approved by the Head of School and is awaiting entry in Aurion.
- **Submitted to Aurion** – The placement has been submitted to Aurion and should be available the next day.
- **Placement in Aurion** – The current placement details in Aurion. You may see existing placements with this status when you first open the placement page.

Please note that a process has been run this afternoon which has updated the statuses on the placement page to correctly reflect the placements that have been entered into Aurion. Please get in touch with the CAHP Support team if you have any questions about this.

New Hires In Progress page

In addition to Placement statuses, there is more detailed status information available for New Hires under *Configuration > New Hires > In Progress*. Each status is displayed in the 'Tasks' column and marked as either 'Done' or 'Queued':

- **Queued** – The task is currently waiting to be completed, awaiting a response from a system or it could be in progress, however not yet finished.
- **Done** – The task has been completed.

The following statuses exist:

- **New hire automated duplicate check** – This checks to see if the New Hire already exists in Aurion.
  - A status of "New hire manual duplicate check" may be listed if the automated check did not have sufficient information.
- **Prism identity check** – This checks to see if the New Hire already exists in Prism (has a username and password).
- **New hire unpaid appointment check** – This checks to see if the New Hire already has an unpaid / honorary appointment in Aurion.
- **New hire offer letter** – This is the conditional offer letter sent via email to the New Hire.
- **New hire offer response** – This status indicates whether the New Hire has logged in to the CAHP system and accepted their offer.
- **Submit new hire personal details** – This status identifies whether the New Hire has submitted their personal details.
- **Review submitted details** – This status indicates whether the HR PSt has reviewed the submitted documentation.

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