



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA



Distributed to:

School Managers  
FEMs

CAHP School Administrators

## CAHP issue with Casual Academic staff submitting MyAurion forms

Dear Colleagues,

Some Casual Academic staff members have reported that they are unable to make changes to their timesheet in this pay period. The cause for this issue is a restriction on the MyAurion form that prevents staff from submitting timesheets within 14 days of commencing their placement. The issue only affects the first pay period in the placement and will not affect any timesheets in the remainder of the placement. It also does not affect Casual Academics who had their placement extended.

If one of your Casual Academics experiences this problem, their supervisor can make the change to their timesheet on their behalf. Alternatively, the CAHP project team can assist. Please contact [CAHP\\_Support@uq.edu.au](mailto:CAHP_Support@uq.edu.au) with details of the change to be made to the timesheet and supervisor approval.

The CAHP Project team will shortly focus on delivering significant improvements to the process for adjustments to timesheets. We look forward to sharing these with you in the near future.

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

- Email: [CAHP\\_Support@uq.edu.au](mailto:CAHP_Support@uq.edu.au)
- Phone: (336) 54967

The CAHP Project Team