



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



Distributed to:

School Managers
FEMs

CAHP School Administrators
CAHP Steering Committee

CAHP: Have you got your pay schedules finished?

Dear Colleagues,

As you will be aware the CAHP Pay Schedule Deadline was extended to today at 12pm. Prior to sending the schedule to Aurion, we have undertaken a quick analysis of the pay schedules and placements.

It has been noted that there are a significant number of placements that do not have an approved pay schedule for this week. If the pay schedule is not complete or not generated and approved then if these people are working in teaching weeks 1 and/or 2 you will need to raise a MyAurion form as per the standard process.

Critical dates:

- **29 July** – Placement creation cut-off – Please note the CAHP Support team have been entering placement information up to 31 July but cannot guarantee and placement information received after the placement cut-off has been transferred into Aurion.
- **1 Aug 12pm** – Pay Schedule transfer date (extended from 17 July cut-off)
- **2 Aug – 7 Aug** – Casual Academics are able to raise May Aurion forms to ensure correct payment of actual hours worked for teaching weeks 1 and 2.
- **10 Aug 12pm** - Supervisors cut-off for entering and approving MyAurion forms
- **20 Aug** – Pay Day for Teaching weeks 1 and 2.

If you review your placements and find that you have not entered and approved a pay schedule for employees who may be entitled to payment for teaching weeks 1 and 2, please contact CAHP Support for assistance or enter the MyAurion form.

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
- Phone: (336) 54967

The CAHP Project Team