



CAHP: Important Update for Casual Academic Staff

Dear Colleagues,

We have now commenced Semester 2, with scheduling of classes being the main focus within the CAHP system. Due to the large number of changes that occur due to student enrolments a decision has been made to delay the transfer of the schedule to Aurion until **Wednesday 1 August 2018**.

For you as a Casual Academic staff member this means:

- You will be able to **access the My.Aurion forms** to make adjustments to teaching weeks 1 and 2 from **Thursday 2 August**
- All adjustments for teaching weeks 1 and 2 need to be submitted by Tuesday 7 August
- Supervisors will have until Friday 10 August to approve any adjustments
- You will be paid for teaching weeks 1 and 2 as scheduled by Friday 17 August
- Depending on your School, you may not be able to see your Teaching Activity Schedule until Thursday 2 August

Walk-In Sessions

The CAHP Project Team has scheduled walk-in sessions for anyone who still has unresolved questions or concerns from Semester 1 or anyone who would like some additional assistance with understanding your Teaching Activity Schedule or filling out my.Aurion forms. Please note that there has been a **session added for Gatton** since previous communications.

The sessions are open to all Casual Academic staff members and will be held on:

- Tuesday 31 July from 10am-2pm in Brian Wilson Chancellery 61A-566 (St Lucia)
- Monday 6 August from 11am-1pm in Plant Industries Building 8111-201 (Gatton)
- Friday 24 August from 10:30am-2:30pm in Brian Wilson Chancellery 61A-566 (St Lucia)
- Wednesday 29 August from 1:00pm-4:00pm in Brian Wilson Chancellery 61A-566 (St Lucia)

In order to ensure that we have enough team members available to answer your questions efficiently, we ask you to register your interest through the following link:

[Registration link](#)

How do I learn more?

User guides have been made available on the [Training Hub](#). Specific guides can be found as follows:

- [Casual Academic Submit Changes to Work Schedule](#)
- [Teaching Activity Schedule](#)

The CAHP webpage is regularly updated with communications and frequently asked questions.

- [CAHP Project Webpage](#)

Thank you,

The CAHP Project Team.