



CAHP: Important Update for Casual Academic Staff

Dear Colleagues,

A decision has been made to delay the transfer of the schedule to Aurion until **Friday 17 August 2018**. This will allow Schools to make additional changes in the CAHP system instead of in My.Aurion.

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 3 and 4 from **Saturday 18 August**
- All adjustments for teaching weeks 3 and 4 need to be submitted by Tuesday 21 August
- Supervisors will have until Friday 24 August to approve any adjustments
- You will be paid for teaching weeks 3 and 4 as scheduled by Friday 31 August
- To review your teaching activities, we encourage you to view your Teaching Activity Schedule in the [CAHP system](#). Detailed instructions on the Teaching Activity Schedule are available on the [UQ Training Hub](#).
 - Note: For the School of Education and the School of Languages and Cultures, please contact your School if you need to review your schedule.

Walk-In Sessions

The CAHP Project Team has scheduled walk-in sessions for anyone who would like some additional assistance with understanding their 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:

- Friday 24 August from 10:30am-2:30pm in Brian Wilson Chancellery 61A-566 (St Lucia)
- Monday 27 August from 10am-12pm in John Mahon Stage II 8106-112 (Gatton)
- 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.