

Dear School Administrators,

Please note the following summary. Details of this summary are available further down this email.

- The deadline for Teaching Weeks 3 and 4 in the CAHP system has been **extended to next Friday 17 August at 12:00pm**.
- The Aurion system deadline for the Supervisor to approve changes / submit on behalf of Casual Academics for Teaching Weeks 1 and 2 is unchanged: **Today at 12:00pm**.
- When the pay schedule is Generated, teaching activities are removed from view in the Teaching Activity Schedule for Casual Academics. They re-appear when the pay schedule is Approved. We recommend Approving the pay schedule as soon as possible after Generating.

The details for the above are listed below:

Deadline extension for Teaching Weeks 3-4

As discussed at the User Group session yesterday, a number of Schools have identified slow performance of the MyAurion form. A team has been established to investigate the performance issues and the vendor has been engaged. In the meantime, to reduce your reliance on the MyAurion form, the deadline for Teaching Weeks 3 and 4 in the CAHP system has been **extended to next Friday 17 August at 12:00pm**.

This means that you can make any changes to the schedule that come up next week, directly in the CAHP system and avoid the MyAurion form. Any changes after 17 August 12:00pm will still need to be entered in MyAurion and any changes submitted by the Casual Academic will still be processed through MyAurion as well. Due to the extension, Casual Academics will not be able to see their timesheet in MyAurion until Saturday 18 August. They will then still have until Tuesday 21 August to submit their changes and Supervisors have until 12:00pm Friday 24 August to approve changes, as per the usual schedule. The CAHP project team will send an email to Casual Academics today to advise of this change and to guide them to their Teaching Activity Schedule in the CAHP system.

Deadline unchanged for Teaching Weeks 1-2

Please note that the Aurion system deadline for the Supervisor to approve changes for Teaching Weeks 1 and 2 is unchanged and remains **today at 12:00pm**.

Generating pay schedule removes activities from view in Teaching Activity Schedule

In the User Group session yesterday, Schools indicated that Casual Academics were unable to see teaching activities in their Teaching Activity Schedule. Upon investigation, this occurs when the pay schedule is Generated but not subsequently Approved.

Teaching activities that have not yet been sent to Aurion are unapproved when you click the Generate button on the Pay Schedule Approval page. This allows the system to incorporate any adjustments that have been made on the Course Planning page. The side result of that is that the teaching activities disappear from the Teaching Activity Schedule until you click the Approve button, because the Teaching Activity Schedule only displays approved teaching activities. **We recommend that whenever you Generate the pay schedule, you quickly follow up it up with Approval of the pay schedule.** This will minimise the interval in which the teaching activities are not visible to the Casual Academics. The CAHP project team will investigate opportunities to allow approved teaching activities to remain approved until re-approved (and not be un-approved on Generate).

We have also published the presentation and action items from today's [User Group Sprint Review meeting](#) on the CAHP project website for your reference.

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

- Email: CAHP_Support@uq.edu.au
- Phone: (336) 54967

The CAHP Project Team