



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



Distributed to:

School Managers
FEMs

CAHP School Administrators
Payroll

CAHP pay schedule deadlines update

Dear School Administrators,

As you are aware, we extended the deadline for generating and approving the Pay Schedule in the CAHP system for Teaching Weeks 3 and 4 to the end of the pay period. We made this change due to the performance issue experienced in the MyAurion form. This issue has not yet been resolved. The extended deadline was received positively by a large number of Schools.

In view of this we will extend the CAHP system deadline for Teaching Weeks 5 and 6 to **next Friday 31 August at 12:00pm**. Casual Academics will be able to see their timesheet in MyAurion from Saturday 1 September. They will have until Tuesday 4 September to submit their changes and Supervisors have until 12:00pm Friday 7 September to approve changes, as per the usual schedule.

To create a consistent timeline and assist you with easier data entry, this end-of-pay-period deadline will **also be applied to subsequent pay periods**. An updated Pay Period Date Table has been made available on the [CAHP Project website](#). If you have any concerns about this, we invite you to raise these during the User Group meeting on Thursday or contact the CAHP project team via reply email.

As a result the upcoming CAHP deadlines are as follows:

Last pay period – Teaching Weeks 3 and 4:

- **Before Tuesday 7 August at close of business:** Casual Academics to submit changes to their timesheets.
- **Before Friday 24 August at 12:00pm:** Supervisors to approve changes / submit on behalf of Casual Academics.

Current pay period – Teaching Weeks 5 and 6:

- **Before next Friday 31 August at 12:00pm:** School Administrators to **Generate** and **Approve** the pay schedule in the CAHP system.
- Any minor tweaks or outstanding changes can still be adjusted in a MyAurion form by either the Casual Academic (until 4 September) or their supervisor (until 7 September at 12pm).

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