



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



Distributed to:

School Managers
FEMs

CAHP School Administrators
HR Payroll

CAHP pay timeframes (pay adjustments and advances)

Dear School Administrators,

Please be aware of the following timeframes for Casual Academic pay. The basic schedule remains unchanged:

- Changes in the CAHP schedule can be made until 12pm Friday on the last day of the pay period.
- Casual Academics can enter information in MyAurion Forms until 5pm Tuesday of the week after the pay period.
- Supervisors can enter and approve MyAurion Forms until Friday 12pm of the week after the pay period.

In some cases, a Pay Adjustment or Pay Advance may be required. A Pay Adjustment is the standard way to make changes to a staff member's pay, for example when the incorrect pay scale was selected. The adjustment will be included in the next regular pay run. A Pay Advance can be applied in cases of financial hardship only and will result in an expedited payment to the staff member.

The following timeframes apply:

- **Pay Adjustments** must be submitted to the CAHP Support team for processing by **12pm on Thursday** of the non-pay week.
- **Pay Advances** must be submitted to the CAHP Support team by **2pm on Monday** for payment on Tuesday, or **2pm on Thursday** for payment on Friday.

Pay Adjustments and Pay Advances can be requested by emailing a completed Pay Advance / Adjustment template (attached) to CAHP_Support@uq.edu.au. For your reference, the Pay Period Date Table remains available on the [CAHP Project website](#).

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