



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



Distributed to:

Casual Academic staff
Supervisors

School Managers
CAHP School Administrators

Casual academic staff: the way you enter timesheets will change from 2019

Dear Colleagues,

From the start of the 2019 calendar year, you will be able to enter any changes to your work schedule directly into the [CAHP system](#) – in the same place where you currently refer to your Teaching Activity Schedule. The MyAurion form for Casual Academic staff will be retired at the same time.

Benefits

Entering your timesheet in the CAHP system instead of MyAurion has a number of benefits, such as:

- It is **faster and easier to use**.
- It has **more detailed** information on your teaching activities.
- You can easily **check your pay** by comparing your payslip to your CAHP timesheet.
- You can **submit your timesheet more than once** if you make a mistake.

Timesheet access times

With the changeover, the times at which you can access your timesheet changes as well. You will be able to access your timesheet a day earlier, but the deadline for submission is a day earlier as well. The new schedule will look like this:

- You can access your timesheet from **5pm on Thursday** in the second week of the pay period.
- You will need to submit your timesheet by the **following Monday at 5pm**.
- These times apply both to changes in the current pay period and changes to previous pay periods.

Remember, you only need to submit a timesheet if you have deviated from your Teaching Activity Schedule. Otherwise, no timesheet is required!

How it works

In the lead-up to the changeover, you will be given step-by-step training material on how to use the CAHP timesheet. There will also be other training activities, such as:

- **Physical help cards** with simple instructions.
- **Walk-in sessions** where you can get face-to-face assistance.
- **Demonstrations** during Tutor Training for Semester 1 2019.

If you still have any questions when the timesheet changes over, check in with your School Manager, or alternatively the CAHP Support team is ready to assist on CAHP_Support@uq.edu.au or (336) 54967.

When we change

The CAHP timesheet will be used for the first time in **January 2019**. The timesheet will be available from Thursday 3 January at 5pm for the Mid-Semester break and Teaching Week 5 of Summer Semester.

There is no change to the timesheets process until then, **so please continue to use the MyAurion form** for the remainder of the calendar year if you need to adjust your work schedule.

End of year timelines

Please note that due to the December 2018 holiday period, the payroll timelines are compressed at the end of the year. Refer to the [CAHP Pay Period Date Table](#) for the details of the relevant payroll deadlines.

The CAHP project team will share more information on the CAHP timesheets, including walk-in session dates and times, in the next weeks. In the meantime if you have any questions about the above, please contact us.

- Email: CAHP_Support@uq.edu.au
- Phone: (336) 54967
- Website: <https://its.uq.edu.au/projects/cahp>

The CAHP Project Team

