

**From:** CAHP Support  
**Sent:** Thursday, 19 April 2018 5:22 PM  
**Subject:** Reminder: CAHP deadlines for current and future pay period

Dear School Administrators,

Current pay period:

Friday 20<sup>th</sup> April is the last day on which Supervisors can approve [MyAurion forms](#) submitted by Casual Academic staff for the mid-semester break (March 31<sup>st</sup> to April 13<sup>th</sup>), and submit forms on behalf of staff. **These forms can be approved / submitted until 12pm.**

- **ACTION:** Before 12pm Friday April 20<sup>th</sup>, Supervisors are to:
  - **Amend and / or approve** MyAurion forms submitted by Casual Academics for the mid-semester break.
  - **Submit** MyAurion forms on behalf of Casual Academics for the mid-semester break.

Future pay period:

Friday 20<sup>th</sup> April is also the last day on which changes can be made in the [CAHP system](#) to pay schedules for any work (to be) undertaken by Casual Academics in teaching weeks 7 and 8 (April 14<sup>th</sup> to April 27<sup>th</sup>). **Changes to the schedule can be made until close of business at 5pm.**

- **ACTION:** Before close of business Friday April 20<sup>th</sup>, Schools are to:
  - Generate the “current pay report” from the CAHP system (under *Configuration > Pay Schedule Approval*).
  - Make any final adjustments to the pay schedule for teaching weeks 7 and 8 in CAHP as required.
  - If you want to pay teaching activities scheduled on public holidays (Anzac Day on April 25<sup>th</sup>), tick the “Include public holidays” checkbox in *Configuration > Unit Settings*.
  - **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 May 1<sup>st</sup>) or their supervisor (until May 4<sup>th</sup> at 12pm).

Current pay report guidance:

This reports helps identify which activities are ready to be sent to Aurion and which still need to be approved before they can be sent.

- Activities that are ready to be sent contain data in columns P and Q (“Approver” and “Approved Date”).
- Activities that still need to be approved before they can be sent will have no information in columns P and Q.
- Note: Row R (“Is Exported”) displays “N” for all rows in the pay period because no information has been sent to Aurion yet. The pay schedule will be exported after 5pm on Friday.

Links:

- [Pay Schedule for Semesters 1,2 and Summer](#)
- [CAHP Training Hub](#)
  - [How to Approve or Return a Form submitted by a Casual Academic:](#)
  - How to “*Raise Form on Behalf of a Casual Academic in the Current Fortnight’s Schedule*” can be found further down that page.
- [Project Website](#) - Contains links to resources such as previous project communications, FAQs, other training materials etc.
- CAHP Support email address: [CAHP\\_Support@uq.edu.au](mailto:CAHP_Support@uq.edu.au)

Thank you for your ongoing support,

The CAHP Project Team.