



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



Distributed to:

School Managers

CAHP School Administrators

FEMs

Reminder: Compressed Payroll timelines

Dear School Administrators,

As we are nearing the end of the 2018 calendar year, please be reminded that the Payroll timelines are compressed at this time of year. The compressed timelines affect the CAHP system. Please refer to the [CAHP Pay Period Date Table](#) for details.

End-of-year schedule

For Summer Semester Teaching Week 1 and 2 (24 November – 7 December)

- Last day to approve the pay schedule in CAHP: **This Friday 30 November 12pm**
- Last day for Casual Academics to submit changes in MyAurion: **Wednesday 5 December 5pm**
- Last day for Supervisors to approve / submit changes on behalf of Casual Academics in MyAurion: **Friday 7 December 12pm.**

For Summer Semester Teaching Week 3 and 4 (8 December – 21 December)

- Last day to approve the pay schedule in CAHP: **Next Friday 7 December 12pm**
- Last day for Casual Academics to submit changes in MyAurion: **Wednesday 12 December 5pm**
- Last day for Supervisors to approve / submit changes on behalf of Casual Academics in MyAurion: **Friday 14 December 12pm.**

From Summer Semester Mid-Semester break

From Mid-Semester break (22 December) onwards, the new timelines will apply as the timesheet functionality will be live in the CAHP system from 4 January 2019. The deadlines for the first pay period are as follows:

For Mid-Semester Break and Teaching Week 5 (22 December 2018 – 4 January 2019)

- Last day to approve the pay schedule in CAHP: **Thursday 3 January 5pm**
- Last day for Casual Academics to submit changes in CAHP: **Monday 7 January 5pm**
- Last day for Supervisors to approve / submit changes on behalf of Casual Academics in CAHP: **Wednesday 9 January 3pm.**

Advising Casual Academic staff

If you have any Casual Academic staff working through the end-of year period, please ensure they are aware of the updated timelines so that they may be paid on time.

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

