CAHP User Group update

Dear School Administrators,

With the CAHP User Group meetings now taking place monthly, this is the first mid-month CAHP User Group email update. The next User Group meeting will take place on Thursday 6 December at 1pm.

Call for CAHP timesheet testers

Development is now complete on the new and improved timesheet feature in CAHP that will replace the current MyAurion functionality. It is currently being tested by the project team.

We are now looking for School staff volunteers to review the new timesheets in User Acceptance Testing. To ensure we cover all of the teaching activities our Casual Academics undertake, **we ask each School to nominate**:

- One School Administrator
- One Casual Academic
- One Supervisor.

Nominations for each session can be submitted via the CAHP timesheet UAT registration page for sessions on 6, 11 or 13 December.

➢ **Please ask each nominee** to navigate to this site and select one of the dates to register. Each nominee would only need to attend one session.

CAHP Release: Better integration and bug fixes

On Friday 23 November, a new version of the CAHP system was released. New functionality includes:

- Enhanced integration for New Hires, allowing identity, work rights and equity and diversity details to be automatically transferred without manual intervention.
- A number of bug fixes, including:
    - Fix for an issue where pay details were not sent to Aurion if a staff member was assigned exactly 23 hours in a day
    - Fix for the green bars remaining on the screen on the Pay Schedule Approval page for some specific users
    - Fix for an issue where some users could not access the Pay Schedule Approval page.

Position structure review

The CAHP support team will contact a number of Schools in December and January to discuss their current position structure and whether this structure can be simplified. One result from this simplification would be easier use of the CAHP system.

Semester 1 preparation

The courses for Semester 1 are available in CAHP. Please get started with creating the required teaching activities and assigning staff as much as possible. Contact CAHP_Support@uq.edu.au if you would like any assistance.

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