

Dear colleagues,

At the CAHP User Group meeting yesterday 22 March, we discussed the best way to handle scheduling for public holidays in CAHP.

We are about to encounter the semester's first public holiday, Good Friday, on 30 March. Any timetabled activities in Syllabus+ on this date will be reflected in CAHP.

However, at the User Group meeting it was determined that the majority of teaching activities do not happen on a public holiday. Some courses simply cancel the teaching activities that fall on the public holiday, while others reschedule. To deliver a consistent approach to public holidays in CAHP, the User Group agreed that any activities currently scheduled on a public holiday will not be sent to Aurion for payment.

As a result:

- Be aware that any activities appearing in CAHP on Good Friday will not be sent to Aurion and will not be paid.
- If there are any teaching activities in your school that do proceed on the public holiday, you will have to use the MyAurion form functionality to ensure that staff are paid for these activities.
- For future public holidays, any teaching activities that need to be rescheduled can be set up in CAHP ahead of time. Alternatively, the MyAurion form functionality can be used for these activities in the appropriate period.

If you have any questions about this process, please contact us at CAHP_support@uq.edu.au.

Thank you,

The CAHP Project Team.