New Hires

Personal Details Demonstration and Upcoming Functionality

New Hires - Personal Details Demonstration

Once the Casual Academic accepts the offer, there are a series of personal details screens that are required to be completed.

There are currently 3 APIs used to capture the data and maximise re-usability for other processes.

The details collected as part of the Personal Details process are:

- Identity (API)
- Bank details
- Tax file number
- Tax declaration
- Right to work (API)
- Qualifications
- Next of kin
- Diversity details (API)

To the System!

New Hire Enhancements - Backlog

There are number of areas of new functionality that will be delivered during January, 2019.

The CAHP Project Team have reviewed the list and given initial priority ranking, however there will need to be input from this group as to the priority of delivery of this functionality.

SCSM-6164 Deputy Head of School approval access for hires

As a Head of School, I would like to be able to reduce my workload by delegating the responsibility to approve the hire of casual academics to my Deputy Head of School.

SCSM-4762 HR PSU ability to request/submit another copy of passport, visa, qualifications

As an HR PSU staff member, when a casual academic submits a file that is not correct or illegible, I want to be able to request a new file and allow the casual academic to submit a new file, so that I can avoid a manual workaround process.

New Hire Enhancements - Backlog

SCSM-4763 Tax file number page enhancements

As a Payroll Officer, I want to provide additional guidance on the TFN form, so that Casual Academics are enter the correct data.

SCSM-5990 New Hire Rejections - dismissed records remain in list as inactive and are not removed.

As a School Manager I want to be able remove new hire records that were rejected.

SCSM-5991 If a Casual Academic accidentally rejects their offer, this cannot be retrieved in order to accept the offer.

As a School Manager, if a Casual Academic accidentally rejects their offer, I would like to be able to retrieve the rejected offer and change the status to allow the Casual Academic to be able to accept the offer.

New Hire Enhancements - Backlog

SCSM-5992 Super User needs to be able to change a new hire's name details if these have been incorrectly added.

As a School Manager I want to be able to have my Super Users make changes to new hire's names if they have incorrectly added them.

SCSM-4537 Dismiss Rejection notification in UniTask

As a School Manager, I don't want to see obsolete notifications in my task list or myUQ notifications.

SCSM-3812 Review wording on Teaching Activity Schedule page

As a Payroll / HR support person, I want the notification on the Teaching Activity Schedule page to include that the information is subject to change, to reduce the number of possible support calls.

New Hire Enhancements - Backlog

SCSM-6063 SEV-4 Fix new hire merge command - staff qualifications

When merging new hire with existing staff, staff qualifications are not migrated to new hire.

SCSM-5983 Failed Sanction Checks - dismissed records remain in list as inactive and are not removed.

As a School Manager I want to be able remove records that failed the sanction check.

SCSM-5298 Allow Super Users to configure non-Aurion Heads of School

As a CAHP Support officer, I want to be able to configure a Head of School/ Unit approver that is not sourced from UQ Org, so I can support exceptional cases that have appropriate approvals.

New Hire Enhancements - Backlog

SCSM-6193 Front end validation for personal details API

As a Casual Academic I want to ensure that when I enter data that uses the personal details API that the validations in the front end of CAHP are sufficient to ensure the data is successfully transferred to Aurion.

SCSM-4538 Resolution for multiple responses in duplicate check

As a School Admin, I want to ensure that my placements are assigned to the correct Aurion number to ensure that my casual's leave and other things are handled correctly.

SCSM-4237 Bank + branch names from BSB table

As a Casual Academic I want to see Bank and Branch names to prevent mistakes.

New Hire Enhancements - Backlog

SCSM-4707 HR review of identity and workrights

As an HR PSU member, I want to receive notifications to review CAHP related identity and work rights documents in the HR Unassigned UniTask pool.

SCSM-5929 Check existing new hires for duplicates

As a School Manager, I want to ensure that if I hire someone who has already been created as a new hire in another unit, they only get one new hire record, so that they don't get multiple usernames or Aurion numbers.

Thank you

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