



## Action required for Semester 1: Call for tutor training sessions and setting up Deputy HoS

Dear Colleagues,

With preparations for Semester 1 now underway, the CAHP Project Team would like to request your assistance with two items.

### Call for tutor training sessions

The CAHP Support team is keen to assist Schools and Faculties to explain how the CAHP system works, what the timelines are and what has changed recently – specifically around the CAHP timesheet due to go live on 4 January.

- If you would like a CAHP Project team member to assist with your tutor training(s), or to facilitate a dedicated CAHP meeting for your Semester 1 tutors, please get in touch with the team at [CAHP\\_Support@uq.edu.au](mailto:CAHP_Support@uq.edu.au).

### Setting up your Deputy Head of School

One of the upcoming features in the CAHP system is for the Deputy Head of School to also be able to approve new hires and placements, along with the Head of School. To provide access to the correct staff member, People Services must record the Deputy Head of School in Aurion.

- Please advise your People Services Transactions Team of the name of your Deputy Head of School, so that their access can be set up.

Please note that if the Deputy Head of School changes in the future, you will need to notify People Services again.

### Other information

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](mailto:CAHP_Support@uq.edu.au)
- Phone: (336) 54967

The CAHP Project Team

**Please feel welcome to share this information with other staff.**