



Distributed to:

Casual Academic Staff
Supervisors
Payroll

School Managers
CAHP School Administrators

Reminder: New Casual Academic timesheets from 2019

Dear Colleagues,

You may already be aware that from January 2019 Casual Academic staff will submit amendments to their timesheets directly in the [CAHP system](#). Supervisors will also use the CAHP system to approve or reject amendments to the timesheets, or to submit their own changes as per the current process in each School / Unit.

The MyAurion form for Casual Academic staff and their Supervisors **has now been retired** and can no longer be used as the pay for 2018 has now been finalised.

Benefits

Entering your timesheet in the CAHP system instead of MyAurion has a number of benefits, such as:

- It is **faster and easier to use**.
- It has **more detailed** information on your teaching activities allowing for easier reconciliation of pay.
- You can easily **check your pay** by comparing your payslip to your CAHP timesheet.
- You can **submit your timesheet more than once** if you make a mistake.

Timesheet access times

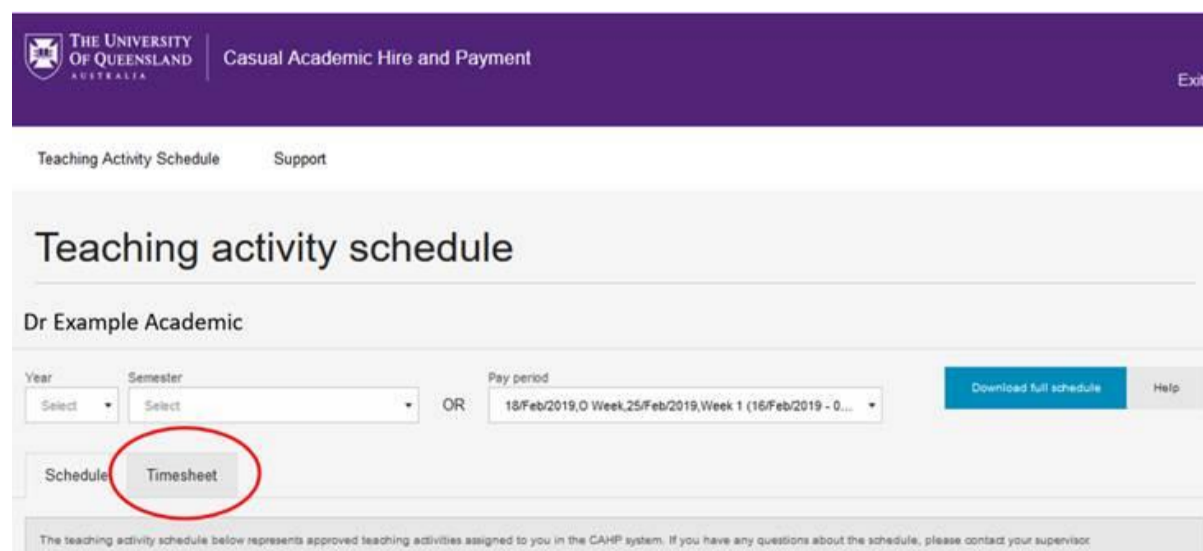
With the changeover, the times at which you can access your timesheet changes as well. You will be able to access your timesheet a day earlier, but the deadline for submission is a day earlier as well. The new schedule will look like this:

- Casual Academic staff can access their timesheet from **5pm on Thursday** in the second week of the pay period.
- Casual Academics will need to submit their timesheet by the **following Monday at 5pm**.
- Supervisors will be able to process Casual Academics' timesheets until the subsequent **Wednesday at 3pm**.
- These times apply both to changes in the current pay period and changes to previous pay periods.

Remember, you only need to submit a timesheet if you have deviated from your Teaching Activity Schedule. Otherwise, no timesheet is required!

How it works

The timesheet will be available in the [CAHP system](#). To access the timesheet, click the Timesheet tab that will be visible on your Teaching Activity Schedule towards the end of the month. You will first be able to edit and submit a timesheet **from 5pm on 3 January 2019**.



The screenshot shows the 'Teaching activity schedule' page in the CAHP system. At the top, there is a navigation bar with 'Teaching Activity Schedule' and 'Support' links. Below this, the page title 'Teaching activity schedule' is displayed. The user is identified as 'Dr Example Academic'. There are dropdown menus for 'Year' and 'Semester', and a 'Pay period' dropdown. A 'Download full schedule' button and a 'Help' link are also visible. The 'Timesheet' tab is highlighted with a red circle, indicating it is the active or recommended view.

In the lead-up to the changeover, you will be given access to step-by-step training material on how to use the CAHP timesheet. There will also be other training activities, such as:

- **Physical help cards** with simple instructions.
- **Walk-in sessions** where you can get face-to-face assistance.
- **Demonstrations** during Tutor Training for Semester 1 2019.

If you still have any questions when the timesheet changes over, check in with your School Manager, or alternatively the CAHP Support team is ready to assist on CAHP_Support@uq.edu.au or (336) 54967.

When we change (and what to do if you change your work schedule between now and 4 January)

Due to the compressed Payroll timelines at the end of the year, the MyAurion form has now closed for the final time and all pay for 2018 has now been finalised. The CAHP timesheet will be available from Thursday 3 January at 5pm for the Mid-Semester break and Teaching Week 5 of Summer Semester. This is your first opportunity to submit changes for these weeks or any previous weeks.

Please refer to the [CAHP Pay Period Date Table 2018](#) and [2019](#) for the details of the relevant payroll deadlines.

The CAHP project team will share more information on the CAHP timesheets, including walk-in session dates and times, shortly. In the meantime if you have any questions about the above, please contact us.

- Email: CAHP_Support@uq.edu.au
- Phone: (336) 54967
- Website: <https://its.uq.edu.au/projects/cahp>

The CAHP Project Team

