Scheduled outage notification: New Casual Academic timesheets

Dear Colleagues,

As you will be aware, from January 2019 Casual Academic staff will submit amendments to their timesheets directly in the CAHP system. This afternoon we will release an update to the CAHP system to enable the timesheets in January.

As a result, the CAHP system will be unavailable between 1pm and 2pm today, 20 December 2018.

From 2 January 2019, 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.

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

- **Email:** CAHP_Support@uq.edu.au
- **Phone:** (336) 54967
- **Website**

The CAHP Project Team