



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



Distributed to:

School Managers
CAHP School Administrators

Payroll

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