CAHP Release: Timesheets in CAHP

Dear Colleagues,

The CAHP Project Team is pleased to announce that the new timesheets have been successfully delivered in the Casual Academic Hire and Pay (CAHP) system.

What functionality has been released?

This release allows for Casual Academic timesheets to be managed in the CAHP system. The MyAurion form is now retired. The release includes the following items:

- Casual Academics can **submit timesheets directly in the CAHP** system.
- Supervisors and School Administrative staff can **approve submitted timesheets, and amend timesheets** on behalf of Casual Academics.
- An **oversight page** is available for School Administrative staff to check if there are any unapproved timesheets in the system.
- **Generate no longer unapproves**: When you Generate your Pay Schedule, the CAHP system no longer unapproves previously approved activities. This means that these activities remain visible to Casual Academics on the Teaching Activity Schedule. You will need to approve your pay schedule to remove any deleted teaching activities from the Teaching Activity Schedule.

When will the functionality be available?

The functionality is now live, but timesheets cannot be submitted until 5pm of Thursday 3 January, as per the pay period dates table 2018 and 2019.

How do I learn about the new functionality?

You will receive detailed information on how to use the CAHP timesheet on 2 January. The training materials include:

- Step-by-step training material
- Help cards with simple instructions
- Walk-in sessions where you can get face-to-face assistance
- Demonstrations during Tutor Training for Semester 1 2019.

Do I need to do anything?

You do not need to do anything right now. When you return to the University from the break, please review the training material published on 2 January. The CAHP Project team has already sent two notifications to Casual Academics and Supervisors to advise of the timesheet changes. We will also notify them directly when the training material is published on 2 January.

In addition to this, we ask that you please **check in with your staff** to ensure that they are across the changes. If you have any questions or would like assistance with the new timesheet and / or training, please get in touch with CAHP_Support@uq.edu.au.

Next Steps

The CAHP Project Team will now focus on improvements to the New Hires functionality, such as:

- Clearer acceptance instructions on the offer letter
- Better routing of HR notifications for review of documentation
- Allowing larger file size uploads
- Allowing Deputy Heads of Schools to approve New Hires and Placements
- Clean-up of rejected New Hires.

Other information

Thank you for your ongoing support to the development of CAHP. It's been a big year for the CAHP project team. We hope that you have a great end-of-year break and we look forward to working with you to further improve the system in 2019, starting with the New Hires features.

If you have any questions about this release please contact us.

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

The CAHP Project Team

Please feel welcome to share this information with other staff.