Now available: Training material for timesheets in CAHP

Dear Colleagues,

Training material for the new CAHP timesheets is now available on the UQ Systems Training Hub. There are also walk-in sessions for anyone who would like one-on-one assistance with their timesheets.

What material is available?

The following resources are available to assist you with the new CAHP timesheets:

- For Casual Academics: Submit Changes to Work Schedule guide
- For Supervisors: Approve / Return / Submit Changes to Work Schedule guide
- For School Managers and CAHP Administrators: Overseeing submitted timesheets guide
- Updated Casual Academic Help Card
- Updated Character Cards for Casual Academics and Supervisors.

Previously published reference material includes:

- Pay period dates tables for 2018 and 2019
- CAHP Project website, including:
  - Updated Frequently Asked Questions
  - Updated Known system issues

Tutor training and walk-in sessions

In addition to the training material, the CAHP Project team will provide a brief overview of the CAHP functionality during Tutor Training for a number of Schools and Faculties. There are also walk-in sessions for anyone who would like one-on-one assistance with their timesheets during the first few pay periods, at the following times:

<table>
<thead>
<tr>
<th>Date and time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Friday 4 January 2019, 10:00am - 2:00pm</td>
<td>JD Story 61-622A</td>
</tr>
<tr>
<td>Monday 7 January 2019, 12:00pm – 4:00pm</td>
<td>JD Story 61-622A</td>
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<tr>
<td>Monday 21 January 2019, 12:30pm – 4:30pm</td>
<td>JD Story 61-622A</td>
</tr>
<tr>
<td>Monday 4 February 2019, 9:00am – 1:00pm</td>
<td>Brian Wilson Chancellery 61A-566</td>
</tr>
<tr>
<td>Monday 18 February 2019, 9:00am – 4:00pm</td>
<td>Brian Wilson Chancellery 61A-563</td>
</tr>
<tr>
<td>Friday 1 March 2019, 12:00pm – 4:00pm</td>
<td>Brian Wilson Chancellery 61A-566</td>
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<tr>
<td>Monday 4 March 2019, 9:00am – 1:00pm</td>
<td>Brian Wilson Chancellery 61A-566</td>
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<tr>
<td>Monday 18 March 2019, 2:00pm – 5:00pm</td>
<td>Brian Wilson Chancellery 61A-563</td>
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If you are unable to make it to one of these sessions, please contact the team directly on CAHP_support@uq.edu.au for assistance.

When will I need to start using CAHP timesheets and what are the deadlines?
The CAHP timesheets will be made available on 5pm of Thursday 3 January. Casual Academic staff can edit and submit their timesheets until 5pm of Monday 7 January. Supervisors and School Managers / Administrators can approve timesheets until 3pm of Wednesday 9 January. Refer to the pay period dates tables for 2018 and 2019 to view the upcoming timelines.

The MyAurion forms are no longer in use for Casual Academic staff.

Other information
Thank you for your ongoing support to the development of CAHP. If you have any questions about the timesheets 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.