



Distributed to:

Casual Academic Staff

School Administrators

Supervisors

School Managers

Payroll

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:

Date and time	Location
Friday 4 January 2019, 10:00am - 2:00pm	JD Story 61-622A
Monday 7 January 2019, 12:00pm – 4:00pm	JD Story 61-622A
Monday 21 January 2019, 12:30pm – 4:30pm	JD Story 61-622A
Monday 4 February 2019, 9:00am – 1:00pm	Brian Wilson Chancellery 61A-566
Monday 18 February 2019, 9:00am – 4:00pm	Brian Wilson Chancellery 61A-563
Friday 1 March 2019, 12:00pm – 4:00pm	Brian Wilson Chancellery 61A-566
Monday 4 March 2019, 9:00am – 1:00pm	Brian Wilson Chancellery 61A-566
Monday 18 March 2019, 2:00pm – 5:00pm	Brian Wilson Chancellery 61A-563

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.

