



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



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Payroll

Issue update: CAHP Timesheets accessible again

Dear Colleagues,

We are pleased to advise that the timesheet access issue was resolved yesterday and the timesheets are available for use again.

The access timeline remains unchanged: the timesheets are available for Casual Academics until 5pm on Monday 7 January, and for Supervisors and Administrators until 3pm on Wednesday 9 January.

Known issues with the timesheet

Please be aware that we have identified the following issues after go-live:

- **Timesheets for Casual Academic staff who do not have a Supervisor set up on their position in Aurion** may experience problems on submitting. The CAHP Project team will draft a list of current Casual Academic staff members who do not have a Supervisor configured, and will contact Schools to assist them with resolving this issue. We will also provide a fix to handle such timesheets better in future.
- **Staff who are a Supervisor but not a School Manager or School Administrator, are unable to submit a timesheet on behalf of a Casual Academic.** They can still approve / reject / amend timesheets submitted by Casual Academics, but they cannot raise a new timesheet. School Managers / Administrators and the CAHP Support team can still create timesheets on behalf of Casual Academics. This issue affects only a subset of Schools, and it will be resolved soon. In the meantime, please contact CAHP_Support@uq.edu.au if one of your Supervisors is affected and we will raise the timesheet on their behalf.

Other information

We do not expect the above to affect correct and timely payment of Casual Academic staff over the pay period. If you or any of your Casual Academic staff or Supervisors would like face-to-face assistance with the timesheets, **please visit the CAHP Support team during the walk-in session on Monday 7 January between 12:00pm and 4:00pm in JD Story building 61-622A.**

Thank you for your ongoing support to the development of CAHP. If you have any concerns or 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.

