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AUSTRALIA



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CAHP Release: Timesheet enhancements

Dear Colleagues,

The CAHP Project Team is pleased to announce that a set of enhancements and bug fixes to the CAHP Timesheets have been successfully delivered in the Casual Academic Hire and Pay (CAHP) system.

What functionality has been released?

This release allows improves the robustness of the CAHP timesheets and includes a number of other enhancements. The release includes the following items:

New functionality:

- Include Casual Academics without scheduled activities on the Teaching Activity Schedule list
- Allow import of scheduling data into CAHP to enable use of CAHP timesheets for Schools of Education and Languages
- Use sister unit relationship for Medicine in timesheet to support timesheets for the Medicine Faculty structure
- Add Mali to the list of Sanctioned Countries.

Fixes and enhancements:

- Fixed an issue where some placements could not be saved
- Fixed an issue where placements returning from Aurion did not match CAHP manually created placements
- Fixed an issue where 2018 could not be selected in the Pay Schedule Approval page
- Fixed an issue where some teaching activities could not be approved by the CAHP School Administrator
- Allowed Supervisors who do not have another role, to raise a timesheet on behalf of a Casual Academic
- Allowed Casual Academics to submit a timesheet even when no Supervisor has been defined for their role (it will need to be actioned by CAHP School Administrators)
- Improved the daily update from DataHub.

When will the functionality be available?

The functionality is now live. Timesheets will be available for editing from 5pm on Thursday 17 January, as per the pay period dates table [2018](#) and [2019](#).

Do I need to do anything?

You do not need to do anything right now. Once the timesheets become available for editing at 5pm on Thursday 17 January, manage your timesheets through the CAHP system. 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. 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.

