

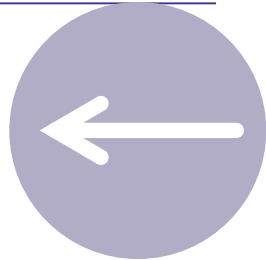
Casual Academic Hire and Payment (CAHP) project

User Group Sprint Review



Agenda

1. Actions from previous meeting
2. Project Update
3. CAHP timesheet is live!
4. Timesheets Enhancements release R1.7.1
5. New Hires enhancements
6. R1.8 Budget and Teaching allocation concept overview
7. Support team updates
8. Key messages / close

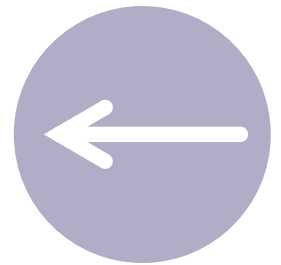


Actions from previous meeting

- No actions!

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Project Update

New PM – Welcome Ramon!





more-time.jp



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AUSTRALIA

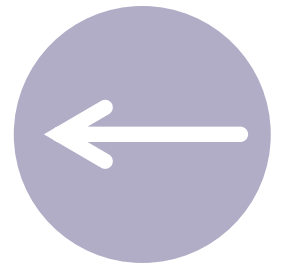
Project Update

Project extended until 30th April



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CAHP Timesheets

Timesheets went live on 3rd of January

Passed PVT on the 3rd

System went down on the 4th.

All restored on the 5th, and ~30 timesheets successfully submitted.

CAHP Timesheets- new deadlines!

New Deadlines:

Schedules close 5 PM Thursday of pay week

Timesheets open 5:05 Thursday of pay week

Timesheets close for casuals Monday 5 PM of non-pay week

Timesheets close for supervisors Wednesday 3 PM of non-pay week.

CAHP Timesheets

Emails to casual academics

Training materials on training hub:

<https://systems-training.its.uq.edu.au/cahp>

Help cards available-

Please take some!

Walk in sessions

Support team available for training sessions

CAHP Timesheets

Emails to casual academics

Training materials on training hub:

Help cards available-

Please take some!

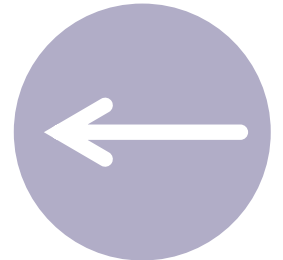
Walk in sessions

Support team available for training sessions

Do we need to do Senate room sessions???

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R1.7.1 Timesheets Enhancements Release

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.

R1.7.1 Timesheets Enhancements Release

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.

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New Hires Enhancements

Returning casuals to go through preplacement checks and receive automatic offer letters

Deputy Head of School Approvers

Placement page enhancements

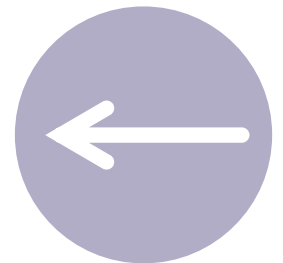
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R1.8 Budget

Proposal: Use the data in CAHP to generate a formatted casual academic budget

- Initial consultation with SMAs completed.
- Consultation with volunteers scheduled soon

R1.8 Teaching Allocation

Proposal: To incorporate continuing and fixed term teaching staff in CAHP to provide better clarity around casual teaching planning and course planning in general

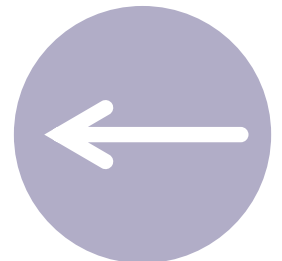
- Data to be made available to downstream sources (Reportal, Workloads Tool, for export)
- Still looking for volunteers to help with the design, particularly from the workload management side.

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Support team updates

Sem I preparation should be underway

- Eol as per your local processes
- New Hires should be uploaded on the New Hires page
 - Even returning people can be started on the New Hires page!
- Placements need to be done for everyone

- Clean up of Teaching activities
- Deactivation of duplicate casual positions

Key messages

1. CAHP Timesheets are live- watch out for the new deadlines!
2. Sem I prep should be underway
3. Design for budget and teaching allocation is underway- there's still some time to volunteer to participate in the design!