



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



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CAHP Release: HR check improvements

Dear Colleagues,

The CAHP Project Team is pleased to have successfully delivered enhancements as well as a number of bug fixes in the Casual Academic Hire and Pay (CAHP) system.

What functionality has been released?

This release restores the HR team's access to the pre-appointment checks (identity, work rights and qualifications) after organisational change and also includes some other New Hires enhancements to make this process easier. The release includes the following items:

- Re-establish HR access to conduct the identity and work rights review
- Use UniTask HR Pool to notify HR PSU of tasks instead of direct email
- Enhance the offer letter to emphasise using UQ Staff ID to accept the offer of appointment
- Introduce preplacement process (such as Sanctions and Honorary Checks) for returning Casual Academics
- Leverage nationality data in Aurion for Sanctions Check of existing staff
- Increase allowed file size on evidence upload documents for new hires.

A number of bug fixes, including:

- Fixed an issue where incorrect pay rates were applied on repeated activities in a pay schedule
- Fixed an issue where a school was unable to generate the summer pay schedule
- Fixed an issue where activities which were already approved, were unable to be changed
- Fixed an issue where duplicate entries were appearing on the current pay activity list
- Fixed an issue where timesheet scheduled activities appeared as start time of 00:00.

When will the functionality be available?

The functionality is now live.

How do I learn about the new functionality?

- User guides for the HR checks are available on the [Training Hub](#).
- Note that if you have made a change to the teaching schedule and you have generated but not yet approved your pay schedule, when you download the pay schedule you will see both the new but not yet approved activity, as well as the previously approved activity. To avoid confusion, **we recommend both generating and approving the pay schedule before downloading it**. This will replace the previously approved activity with the new approved activity.
- Contact the project team if you have any questions that are not covered by the information and training sessions or the user guides.

Next Steps

The CAHP Project Team will now focus on a further set of New Hires-related improvements, such as:

- Prepopulating placement data on the Placements page to minimise the amount of administrative work required
- Allowing Deputy Heads of Schools to approve New Hires and Placements
- Checking existing hires for duplicates to avoid creating too many staff records

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.