CAHP User Group Update and Semester 1 Preparation

Dear Colleagues,

With Semester 1 approaching, the CAHP team stands ready to provide support with your preparations. We want to ensure everyone is ready on time, so we ask each School to please confirm your Semester 1 Teaching Allocations and Placements readiness.

>>>Therefore could you please advise via return email by 1pm, this Thursday 7 February 2018:

Question	Response	Comment (optional)
Have you got all of your casuals scheduled?	Yes/No	
If not, what percentage is still outstanding?	%	
Is anything preventing you from completing your tutor allocations?	Yes/No	
Will placements for any staff working from O-week or Teaching Week 1 onwards be completed by 26 February?	Yes/No	
Do you require assistance from the CAHP team?	Yes/No	

Preparation steps for Semester 1 2019

The CAHP Project team recommend the below preparation steps to ensure a smoother set up for our Casual Academic staff. While you may not yet have 100% of your schedule and new hire information by the dates listed below, please input as much information as possible to ensure timely and accurate processing of Casual Academic details.

Preparation steps by Thursday 7 February 2019
- Finalise new hires in CAHP with Head of School approval.
- New hires to accept offer and enter personal details in the CAHP system. Entry instructions are provided directly to the new hires in their conditional offer letter.
  - Note: a conditional offer letter and UQ login credentials will be automatically sent to the new hires once Head of School approval has been completed.
- Create your teaching schedule in CAHP for semester 1.

Preparation steps by Tuesday 26 February 2019
- Finalise placement details in CAHP for generation of placements in Aurion for any staff working from O-week or Teaching Week 1 onwards.
- Head of School approval for placements to be completed.

Preparation steps by Thursday 28 February 2019
- Generate and approve the Semester 1 pay schedule.

Tutor Training

The CAHP Support team will deliver Tutor Training for any School / Faculty / Unit who would like CAHP Support assistance. If you would like the CAHP Support Team to provide a training directly to the tutors in your unit, please get in touch with the team at cahp_support@uq.edu.au by 7 February 2019.

In addition to the unit-specific training, the team will facilitate an additional Tutor Training session open to all staff on how the CAHP system works, raising timesheets and important timelines. Please invite your tutors to attend this session if you do not have a bespoke training session scheduled. The open Tutor Training Session will take place on:

- Date: 18th February 2019
- Time: 14:30 – 15:30

- Location: Senate room, Brian Wilson Chancellery (61A)

Next Steps
The CAHP Project Team is now working to deliver the following items:

- Enhancements to new hire functionality to be conveyed in next two weeks
- New 1.8 release which will include budget and teaching allocation functionality

Designs for Release 1.8 are currently underway for both components. We look forward to sharing design updates at the next User Group session on 14 February.

Thank you for your ongoing support to the development of CAHP. If you have any questions about the above, please contact us.
- Email: CAHP_Support@uq.edu.au
- Phone: (336) 54967

The CAHP Project Team