



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA



Distributed to:

School Managers
CAHP School Administrators

Supervisors

New Casual Academic timesheet deadline from March 2019

Dear Colleagues,

The CAHP Project Team would like to advise you of the new deadlines for Supervisors and CAHP School Administrators approving Casual Academics Timesheets effective from **Wednesday 6 March 2019**. The earlier deadline is needed so that we can ensure that all of the pay data is transferred to Aurion before the overnight payroll processes start. We will continue to monitor the transfer time to ensure Supervisors have as much time as possible to approve or submit timesheets.

New Timesheet deadlines for Supervisors and CAHP School Administrators

- From Wednesday 6 March onwards, timesheets close for supervisors **Wednesday 12 Noon** of non-pay week. Please ensure that you have approved all submitted timesheets / made any required changes to timesheets by this time.

>>>**Note:** This only applies from March onwards. The timesheet deadline to approve Casual Academic Timesheets on Wednesday 20 February is still 3pm.

Casual Academics timesheet deadlines remain the same as listed below:

Timesheets Deadlines for Casual Academics

- Schedules close 5:00PM Thursday of pay week
- Timesheets open 5:05PM Thursday of pay week
- Timesheets close for Casual Academics Monday 5 PM of non-pay week

Please refer to the CAHP Pay Period Date Table [CAHP Pay Period Date Table 2019](#) for the details of the relevant payroll deadlines.

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
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The CAHP Project Team