CAHP Release: Placement and New Hire enhancements

Dear Colleagues,

The CAHP Project Team is pleased to announce that the placements enhancement have been successfully delivered in the Casual Academic Hire and Pay (CAHP) system.

What functionality has been released?

This release makes it easier to complete placements by pre-populating placement information, so it only has to be reviewed before submitting. A number of New Hires enhancements and other items have also been made available. The release includes the following:

New functionality:

- Introduced pre-population of placement to save time for Administrators when creating new placements

Enhancements and bug fixes:

- New Hire approvals
  - Deputy Heads of Schools can now approve New Hires and Placements
  - New Hire approvers who are no longer in Aurion are automatically updated
  - Allow School Administrators to view list of New Hire approvers in their School
  - Super users can configure New Hire approvers in the system
- Duplication checks for new hires who are appointed in two units at the same time
- Enhancement to the reconciliation process to improve our ability to identify discrepancies
- Enabled electronic signatures for the Tax File Number declaration so Casuals no longer need to print, sign and upload this
- Introduced validation on submitted Tax File Numbers
- CAHP Support team now receive notifications to proactively solve arising issues when:
  - Timesheets are approved for Casual Academics without current placements
  - New Hire personal details are incorrect
- Configured Associate Lecturer access to courses for Business School
- Revised wording on Teaching Activity Schedule page to indicate that Pay schedules can change
- Some minor bug fixes and other enhancements.

When will the functionality be available?

The functionality is now live.

Next Steps

The CAHP Project Team will now focus on the following major features:

- Expense Report
- Teaching Allocation functionality

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
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The CAHP Project Team

Please feel welcome to share this information with other staff.