



CAHP urgent action required: Outstanding offer acceptances

Dear Colleagues,

While we are coming up to the deadline for the pay for O-week and Teaching Week 1, a significant number of Casual Academics have not yet accepted their offer. Without offer acceptance, placements will remain in a "Queued for Aurion" state and the Casual Academic **will not be paid**.

What do I need to do?

A list of Casual Academics who have not yet accepted their offer is attached to this message. Please get in touch with the Casual Academics in your unit and **ask them to accept their offer as soon as possible, and by tomorrow Tuesday 26 February at the latest** to allow their pay to be included in the current pay run (pay date: 15 March).

Once the offer has been accepted, if the Casual Academic is a new hire, they will still need to answer a set of questions and upload information (such as copies of identification papers and work rights) which must then be reviewed by the HR team before a placement can be created in Aurion, so the earlier the Casual Academic accepts the offer, the better.

What happens if the Casual Academic does not accept their offer in time?

If the Casual Academic does not accept their offer by tomorrow, then please ask them to accept their offer as soon as possible, as it is still required to create their placement. Once the placement has been created, you can raise a Timesheet in CAHP for the Casual Academic to ensure they are paid correctly. Timesheets can be raised:

- By Casual Academics until **5pm on Monday 4 March**, and
- By Supervisors or CAHP Administrators until **12 pm on Wednesday 6 March**.

If a timesheet was not raised before these cut-off times, then the Casual Academic will not be paid in the current pay run. A timesheet will be required for the following pay run, which will be paid in the corresponding fortnight (on 29 March). Please refer to the [Casual Academic Pay schedule](#) for the relevant date information.

Other information

If the Casual Academic does not have a copy of their offer email, please ask them to send a message to CAHP_Support@uq.edu.au and the team will forward their offer letter to them.

If you have any questions about the above, 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.