



CAHP urgent action required: Outstanding offer acceptances – update 27/2/19

Dear Colleagues,

Please find attached an updated list of outstanding offer acceptances. As you know, 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?

Please get in touch with the Casual Academics in your unit and **ask them to accept their offer as soon as possible**.

- If the Casual Academic is a **returning staff member**, then acceptance **by today** at the latest will still be on time to allow pay by schedule (as long as no further checks, such as sanction checks, are required).
- 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. This process may not be completed on time to allow pay by schedule this pay period.

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

Offer acceptance is still required to create placements in Aurion, which in turn allows staff to be paid. 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

Please refer to this week’s [frequently asked questions for offer acceptance](#) for responses to the following questions:

- The Casual Academic is a returning staff member and cannot access their offer as their email account has been deactivated. How can they accept their offer?
- The Casual Academic cannot access their offer after clicking the link in the offer email and logging in to CAHP (for example, ‘403 error’). How can they accept their offer?

If you have any other 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.