



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA



Distributed to:

School Administrators  
School Managers

Payroll

## Reminder: CAHP timesheet approval deadline is now 12 noon on Wednesday

Dear Colleagues,

Please be reminded that new deadlines apply for Supervisors and CAHP School Administrators approving or submitting Casual Academics' Timesheets **from this 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 this 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.
- If you have Supervisors in your School who approve / submit timesheets but who are not CAHP School Administrators, please forward this email to them.

### Casual Academics timesheet deadlines remain the same

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 2019](#) for the details of the relevant payroll deadlines.

### Other information

If you have any questions about the above, please contact us:

- Email: [CAHP\\_Support@uq.edu.au](mailto:CAHP_Support@uq.edu.au)
- Phone: (336) 54967

The CAHP Project Team

**Please feel welcome to share this information with other staff.**