

Casual Academic Hire and Payment (CAHP) project

# User Group Sprint Review

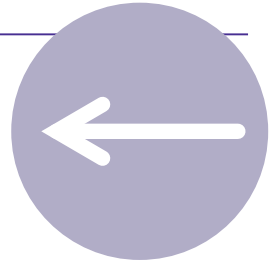


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# Agenda

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1. Actions from previous meeting
2. Semester 1 support results
  - Support Emails
  - Pay Advances/ Adjustments
3. CAHP Support project wrap up
  - CAHP Annual Processes
  - Support transitions to BAU
4. Fix releases
5. Casual Expense Report
6. Teaching Allocation Feature
7. Prioritisation of remaining features
8. Key Messages



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# Actions from previous meeting

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## 1. Actions from previous meeting

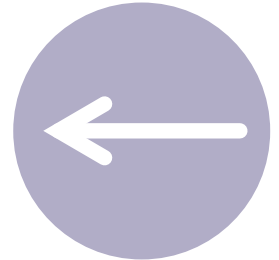
- Enhancement to New Hire page to include dates when offer letter was sent out.
- Export New hire page function in Excel Format
- Troubleshooting guideline for CAHP errors
- Review Countries display in the New Hire Process

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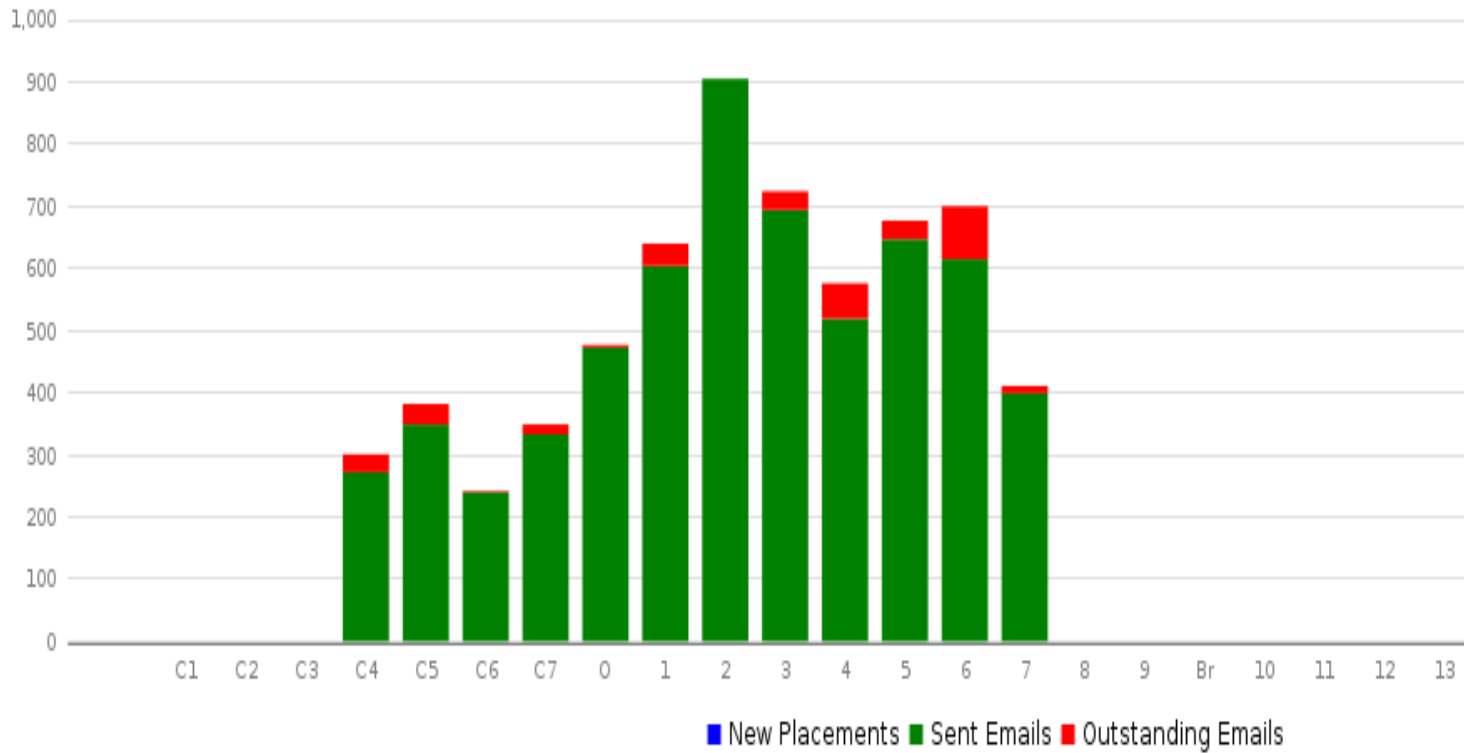
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# Semester 1 Support Emails



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# Semester 1 Pay Adjustments & Pay Advances

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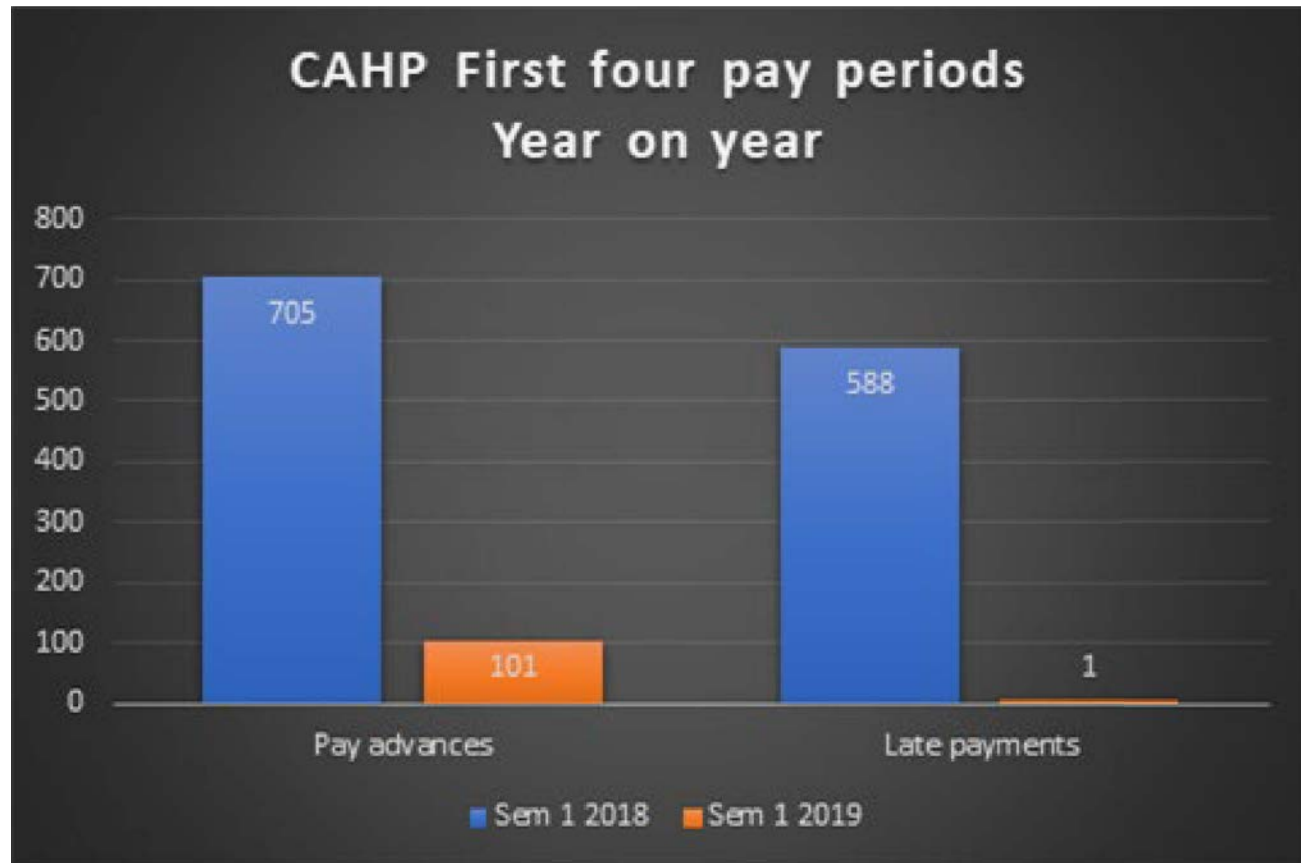
## Pay Adjustments – 261

- Incorrect Teaching allocations
- Incorrect Pay rates
- Placements issues

## Pay Advances-101

- CAHP Process error
- HR Process error
- School process error
- Technical error

## Support activities pay advances and late pay

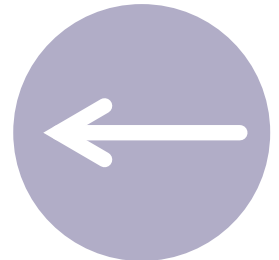


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# Annual Process timeline

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To the timeline!

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# CAHP Annual Process Cycle

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## **EOI Process**

- As per schools local process

## **New Hire HoS approval**

- Finalised Friday week before O week
- HR Work Rights Review

## **Teaching Allocations**

- Finalised by Wednesday O week, before week 1

## **Placements for returning people**

- Finalised by Wednesday O week, before week 1

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# CAHP Annual Process Cycle Summer Semester

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## **Teaching Allocations**

- ✓ Finalised by Monday, before week 1

## **Placements**

- ✓ Finalised by Monday, before week 1

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# Payroll End of the Financial Year

## Process deadlines

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Deadline COB to CAHP Support by 24 May 2019

### **Pay Amendments**

- Over payments
- Under payments

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## Support transition to HR

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Jill and Danijela to move to HR- details to be finalised

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# Farewell to Cheryl and Louisa

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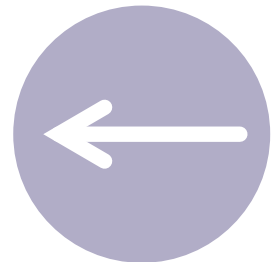


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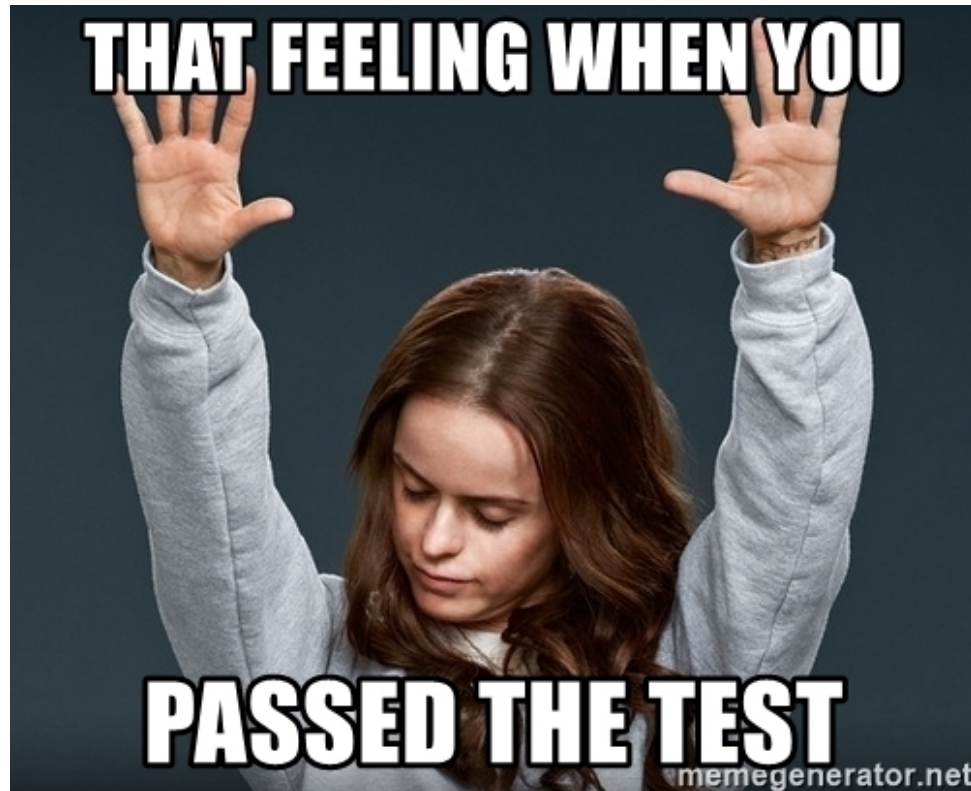
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# Fix releases

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Rebuild the generate function

- TEST, TEST, TEST....



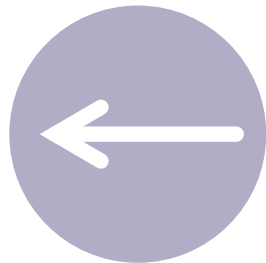


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# Agenda

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1. Actions from previous meeting
2. Results from O week and week 1
  - Placements in queue
  - Common generate and load issues
3. Fix releases
4. Project Extension
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# Expense report

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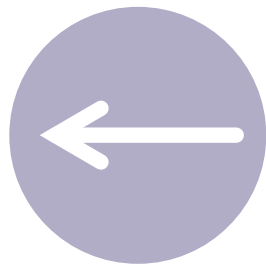
To the system!

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## R1.8 Teaching Allocation

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Proposal: To incorporate continuing and fixed term teaching staff in CAHP to provide better clarity around casual teaching planning and course planning in general

- Data to be made available to downstream sources (Reportal, Workloads Tool, for export)

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## R1.8 Teaching Allocation

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# Key messages

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1. Pretty solid start to the year- not perfect, but much better than last year
2. Project closure- handing over support to BAU
3. EoY deadlines
4. New Features- expense report in test, teaching allocation in development
5. System improvements- speed, support features