



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA



Distributed to:

School Administrators  
School Managers

Payroll

## CAHP Release: Discipline and Expense Report

Dear Colleagues,

The CAHP Project Team is pleased to announce that the new Discipline and Expense report functionality has been successfully delivered in the Casual Academic Hire and Pay (CAHP) system.

### What functionality has been released?

This release allows for the School Manager and School Admin to maintain the courses in the same field/ program for the purpose of the casual expense. Also, the School Manager and School admin will be able to produce the expense report for the Academic year, Calendar Year, individual Disciplines (if applicable), Courses, per Month, and individual Tutor.

Enhancements and bug fixes:

- Removal of unnecessary notifications from Unitask and MyUQ
- Fixed a bug where pay rates were not generating correctly for Casual Academics who were assigned as a Lead tutor but also were a holder of a PhD qualification

### When will the functionality be available?

The functionality is now live.

### How do I learn about the new functionality?

The User Guide for the Discipline and Expense report will be available on the training hub on Monday.

The CAHP Support team will be delivering training on Friday 24 May 2019 between 14:30 to 16:00 (Building 69, Room 305). Could you please RSVP via this email if you would like to attend the training.

### Do I need to do anything?

No action is required.

### Next Steps

The CAHP Project Team is now working to deliver the following items:

- Teaching Allocations 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](mailto:CAHP_Support@uq.edu.au)
- Phone: (336) 54967

The CAHP Project Team

Please feel welcome to share this information with other staff.