



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA



Distributed to:

School Administrators  
School Managers

Payroll  
HR PSts

## CAHP Release: Teaching Allocations

Dear Colleagues,

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

### What functionality has been released?

This release makes it easier for School Managers and Course Planners to view all staff Teaching Allocations (continuing, fixed term and casual academics).

The release includes the following:

- Ability to see Teaching Allocations for continuing and fixed term staff and to distinguish / filter these from casual staff. This allows greater visibility of the total Teaching Allocations in courses and can make it easier to ensure all teaching activities are covered.
- Ability to switch on import of staff Teaching Allocations from Syllabus+ into CAHP to remove double entry effort for Schools.
- Ability to see all continuing staff on the Course Planning page regardless of their classification award code.
- Ability to export a School's total teaching hours to a spreadsheet.

### Enhancements and bug fixes:

- Improved performance so CAHP pages load more quickly.
- Ensured that only Casual Academics have access to Timesheets and Teaching Activities Schedule.
- Updated the Aurion country code format in CAHP so it is compliant with Single-touch-payroll.
- Updated offer letter to refer to the most recent Enterprise Agreement.
- Security fixes and enhancements.

### When will the functionality be available?

The functionality is now live.

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

Continuing and fixed term Teaching Allocations will not be imported from Syllabus+ unless you manually update the setting in the CAHP system. Training material for how to do this and the new Teaching Allocation functionality is under development and we will let you know when it is made available on the [UQ Training Hub](#) early next week.

### 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.