HELP CARD – CASUAL ACADEMIC STAFF

TEACHING ACTIVITY SCHEDULE

Access Schedule

The Teaching Activity Schedule page lists all of the teaching activities currently approved and assigned to you.

Access:
my.uq.edu.au > apps > CAHP

Adjustments

If you deviate from your schedule you can record changes to your timesheet in MyAurion.

Access:
my.uq.edu.au > apps > MyAurion > Dashboard > My Forms

Access training

Frequently Asked Questions
https://its.uq.edu.au/projects/cahp

Step by Step Guides
https://systems-training.its.uq.edu.au/cahp
• Training guides
• Training videos

Access support

Questions About Your Schedule
Please contact your Course Coordinator or Supervisor.

IT Support
+61 7 336 56000
help@its.uq.edu
Schedule and Payment

School assigns teaching activities to create a schedule through CAHP

Tutor performs duties

Exceptions from the schedule are recorded and approved through MyAurion

Paid based on schedule & adjustments

If an adjustment is needed

Current Fortnight: Add hours: MyAurion
Remove hours: MyAurion

Previous Fortnight: Add hours: MyAurion
Remove hours: contact your supervisor or school administrator