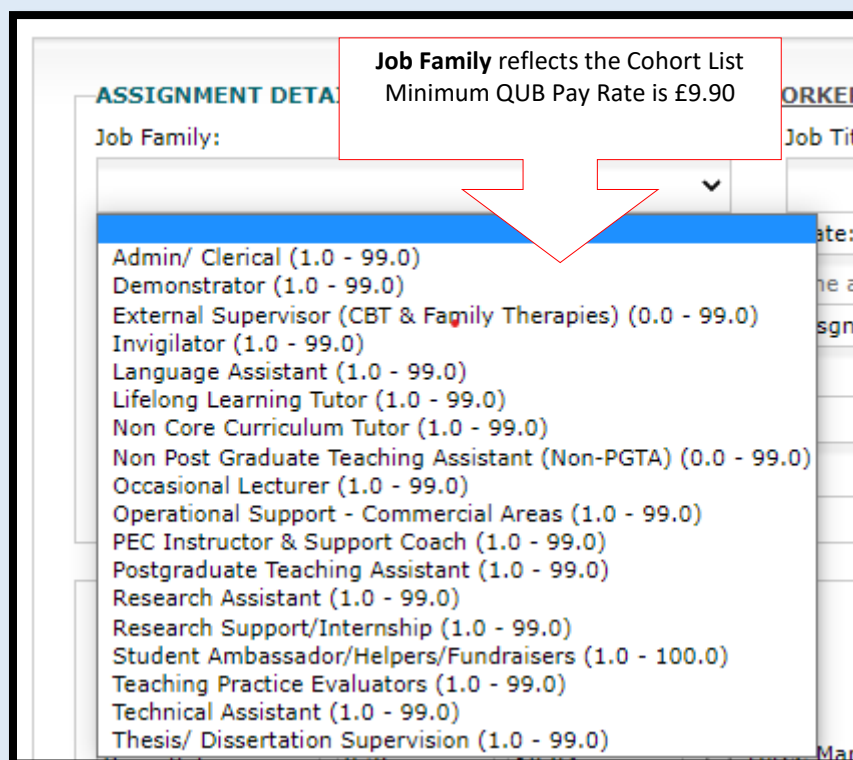
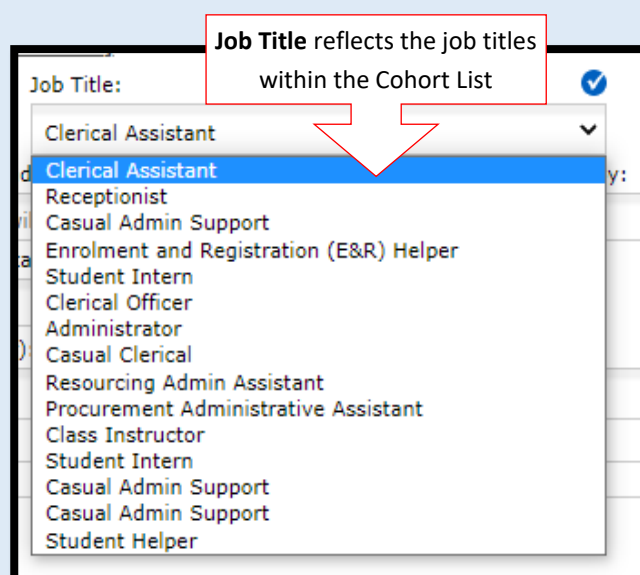


## How to set up an assignment in QWork

- Once you have selected the worker you want to offer the assignment for
- Click 'Offer Assignment'
- Job Family relates to the Extended Workforce Cohort or Common Roles List
- You should consult the [Cohort List](#) which describes each role



- Job Titles are generated by the Job Family.



- Input the Start and End date of the assignment. **Ideally assignments should start on a Monday and end on a Sunday as this is how all timesheets are generated & the visa / student weekly hours cap is calculated over this date range.**

- If the assignment starts part way through a week and ends part way through another week, end the assignment on the Sunday following the last working day.
- All student workers have a 20-hour cap. You cannot offer above this.
- QWork will prevent HM from booking an international student visa holder for more hours than permitted or beyond the end date of visa.
- Visa holders will be notified 1 month in advance of any documentation expiry date, they will be required to update the details to continue to engage in work. If they do not do this, then they will become non-compliant.

**ASSIGNMENT DETAILS FOR JAI**

Job Family:

Module Code:

Description:

Start Date:  Expected End Date:  Worker Must Respond By:

Ability to provide a description of the assignment for the worker. The information will show in the Job Title field for you and the worker.

This is a not a mandatory field.

Ability to provide the Module Code for the assignment. The information will show in the Job Title field for you and the worker.

This is a not a mandatory field.

Input the Expiry Date of the offer. A worker **MUST** accept or decline the assignment **BEFORE** the expiry date.

Start Date:  Expected End Date:  Worker Must Respond By:

Hours Per Week:  Min Pool Of Hours:  Total Asgn Hours:  Job Type:

Location (directions to this location will be e-mailed to worker):

- Input the hours PER WEEK
- Input the TOTAL assignment hours i.e. hours per week X number of weeks.
- Input the guaranteed MIN Pool of hours for the total assignment.

- Do not change the Job Type, all Casual Work is Temporary.
- You do not have to change the Location, Employment Status or Pay Description.

**PAY RATES & TIMESHEET AUTHORISERS**

Employment Status:

Pay description:  Pay Rate: \*  Charge Rate

Basic Rate  8.36  10.94 ☐ Three Managers To Approve

Select Timesheet Authorisers By Typing In Their Surname

First Timesheet Authoriser  Second Timesheet Authoriser  Third Timesheet Authoriser

- Minimum QUB Pay Rate is £9.90.
- The Charge Rate is the **indicative** rate charged to the budget. Hover to view the details.

Tick the box if you have 3 TSAs.

The last TSA must be at Budget Approver level.

**BUDGET CODE DETAILS**

Account Code	Project Code	Subanalysis (Optional)	Invoicing Contact:*
6007			

A/C generates automatically via QFIS & linked to Job Family

You must submit the Project Code details, the subanalysis is optional

Can be the same as Hiring Manager / Booking Manager

- Input any details you need EMAILED to the worker in the first box. These can include advising them clearly to accept the assignment before the Expiry Date, details regarding their rota, start times, who to meet, etc.

**NOTES**

Notes for Worker (These notes are emailed to worker)

Internal Notes (These notes are not emailed to worker)

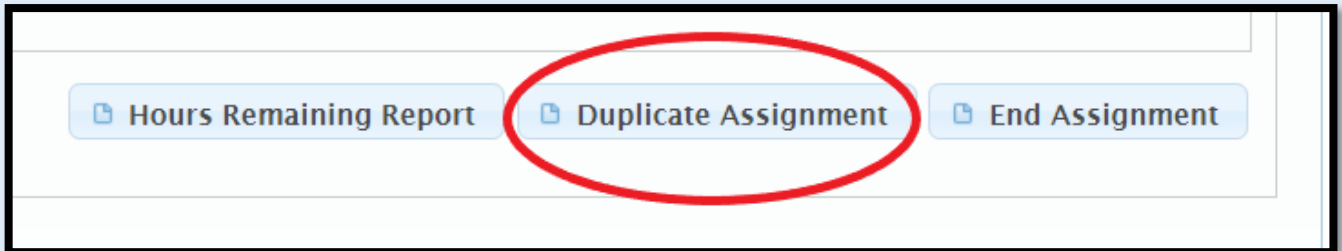
**ASSIGNMENT ATTACHMENTS**

Attachment 1	Visible To Candidate <input type="checkbox"/>	Candidate Must Sign <input type="checkbox"/>
<input type="button" value="Choose File"/> test.docx		
Attachment 2	Visible To Candidate <input type="checkbox"/>	Candidate Must Sign <input type="checkbox"/>
<input type="button" value="Choose File"/> test.docx		
Attachment 3	Visible To Candidate <input type="checkbox"/>	Candidate Must Sign <input type="checkbox"/>
<input type="button" value="Choose File"/> No file chosen		
Attachment 4	Visible To Candidate <input type="checkbox"/>	Candidate Must Sign <input type="checkbox"/>
<input type="button" value="Choose File"/> No file chosen		
Attachment 5	Visible To Candidate <input type="checkbox"/>	Candidate Must Sign <input type="checkbox"/>
<input type="button" value="Choose File"/> No file chosen		

*Note: If the role involves working with children and/or adults at risk you must ensure appropriate safeguarding measures are put in place, including criminal history checks, if required. Please discuss with your school/directorate office. Advice is also available from the Legal Services and Employee Relations Unit.*

- Input any details relating to the Job Description, up to 5 documents can be attached at this stage if required for the worker.
- There is also a check box beside each option "Visible to Candidate" "Candidate must sign", ensure you tick what is relevant to your needs.
- Note: If the role involves working with children and/or adults at risk you must ensure appropriate safeguarding measures are put in place, including criminal history checks, if required. Please discuss with your school/directorate office. Advice is also available from the Legal Services and Employee Relations Unit.

- Click 'Send Offer to Worker' or if you want to duplicate the assignment details and offer it to another worker, click 'Send Offer & Create Another'.
- When you are in an assignment at the very bottom you will see a 'duplicate assignment' button.



- You must still review the details of the new assignment, for example the worker's name, job family, job title, hours, and start/end dates of the assignment to ensure that it is accurate.

Once a worker accepts an assignment, timesheets generate **each Thursday the assignment is active.**

Workers are advised to submit timesheets on a weekly basis to avoid any delay with payment. The [QWork Payment Schedule](#) should be used to help you plan submission of timesheets to ensure Workers are paid without unnecessary delays.

For further information please refer to the [Extended Workforce](#) & [QWork Share Point](#).