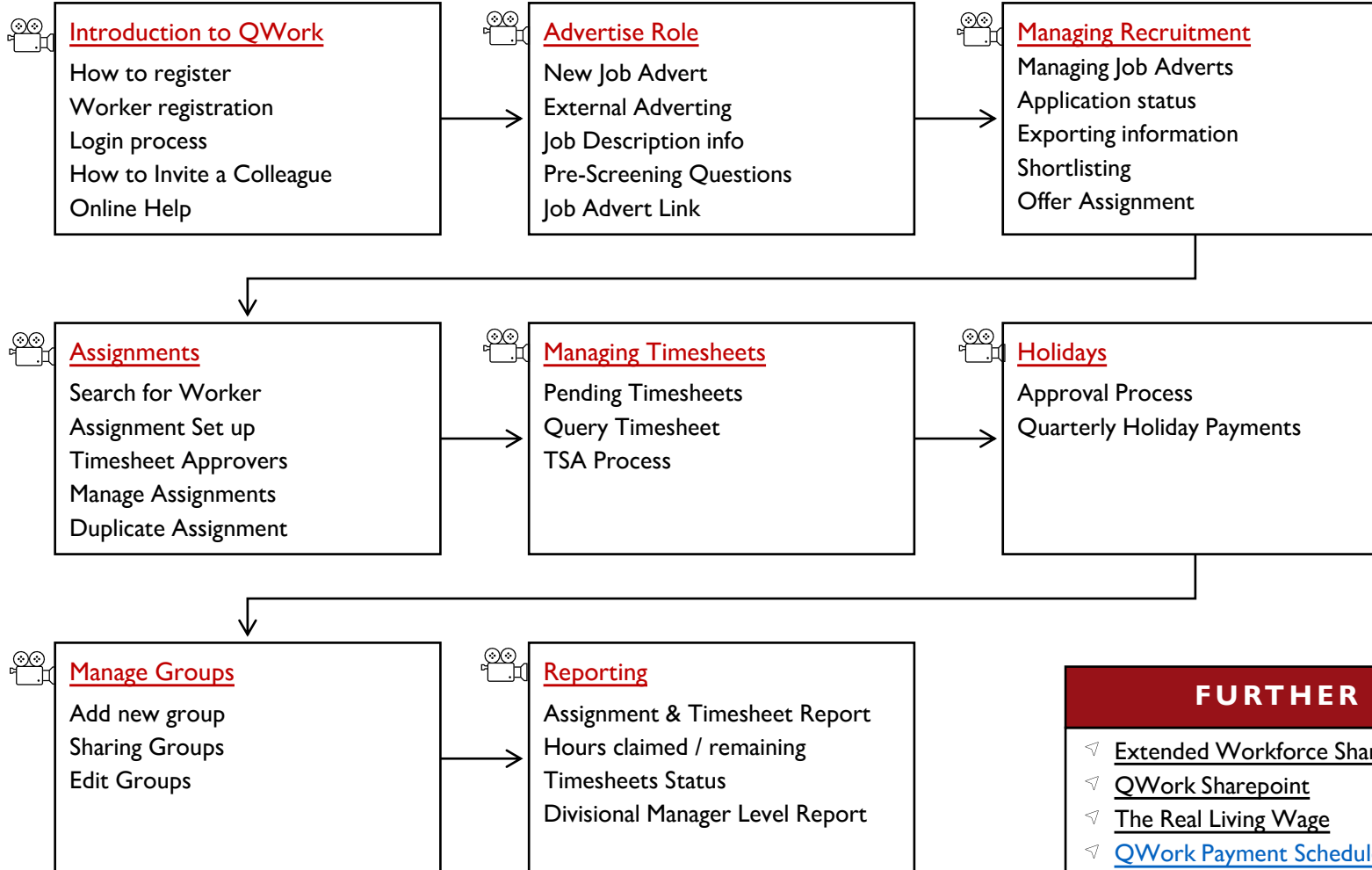


Hiring Manager Training Guides & Information



QUB SYSTEM ACCESS

- Once a worker accepts an assignment in QWork, an email will issue to the Worker 3 days before the start date of their assignment. This will be sent to the email address registered on QWork and will contain their - 35 Number & Password. If a worker is expecting an email containing their credentials and does not receive the email they should contact qworkadmin@qub.ac.uk
- Canvas Access – Hiring Manager should contact the QGIS team on qsisupport@qub.ac.uk to request access. Access can only be requested 3 days before the assignment is due to start. The 35 number can be obtained from the workers profile on QWork.
- SmartCards are needed for buildings access purposes (including the Library where applicable) and for easy authentication to printing services. Requests should be issued to workercard@qub.ac.uk
- If a QUB staff member is engaged in casual work, they will not need a new 35 Number and Password, they will use their existing QUB Credentials.
- Workers Payslips are posted to their home address and available on iTrent during live assignments.



- System Support: qworkadmin@qub.ac.uk
- Right to Work Support: qworkrtw@qub.ac.uk
- FAQs via Online Help & Support link in QWork



Click on the title for video

FURTHER INFO

- Extended Workforce Sharepoint
- QWork Sharepoint
- The Real Living Wage
- [QWork Payment Schedule](#)
- [QWork Holiday Payment Schedule](#)
- [Safeguarding Children and Adults at Risk](#)
- [TA Guidance](#)