

Hiring Manager Training Guides & Information

WHO TO ENGAGE ON QWORK

The Extended Workforce team have developed a list of [Common Roles](#) and their normal employment status. If you are unsure if the person you are engaging is a Worker, please refer to the [EVW SharePoint](#).

International Workers

QWork cannot process payment for casual work performed by individuals who are based outside of the UK. Given the complexity of administrative arrangements for engaging workers overseas please refer to the [EVW SharePoint](#).

QUB Staff Additional Work

Where a university employee is seeking to undertake additional work via the EW, they will be required to discuss this with their substantive line manager. As a potential Hiring Manager, you should ensure that any discussions relating to offers of work are considered in line with the [Common Roles](#), Right to Work & Recruitment & Selection compliance.

Voluntary Severance Scheme (VSS)

Individuals who leave under this scheme will not normally be eligible for reemployment (including reengagement through QWork), for a period of at least 4 years as per the University's Ineligible Applicants Policy. If you have any queries relating to this, please contact your HRBP Team.

Prior to offering casual work to an individual, they MUST complete a RIGHT TO WORK via QWork.

STUDENT WORKERS

QUB Policy caps Students to 20 hours per week term time. Student Visa Holders must adhere to their visa requirements and may have restrictions below 20 hours per week.

Studentships & funding criteria may also include restrictions to hours.

Students cannot work without a current accepted assignment.

For detailed information on Student Working Hours & requesting variations to weekly hours limit please refer to the [QWork SOP Request Variation to Weekly Working Hours Limit](#).

Click on the titles for video

Introduction to QWork

Registration
Login process
How to Invite a Colleague
Online Help



Advertise Role

New Job Advert
External Advertising
Job Description info
Pre-Screening Questions

Managing Recruitment

Managing Job Adverts
Application status
Exporting information
Shortlisting

Assignments

Search for Worker
Assignment Set up
Timesheet Approvers
Duplicate Assignment

Managing Timesheets

Pending Timesheets
Query Timesheet
TSA Process

Holidays

Approval Process
Quarterly Holiday Payments

Manage Groups

Add new group
Sharing Groups
Edit Groups

Reporting

Assignment & Timesheet
Hours claimed / remaining
Timesheets Status
Divisional Manager Level

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.

Canvas Access – Hiring Manager should contact the QGIS team on qsisupport@qub.ac.uk to request access. 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 use their existing QUB Credentials.

Workers Payslips are posted to their home address and available on iTrent during live assignments.

FURTHER INFO

- [Extended Workforce Sharepoint](#)
- [QWork Sharepoint](#)
- [Budget Approver Access Request Form](#)
- [Safeguarding Children and Adults at Risk](#)
- [Reasonable Adjustment Support](#)
- [TA Guidance](#)

Information on the below is located at the log in of QWork:
QWork Pay Schedule
Batch Holiday Payments
Minimum Wage

- System Support: qworkadmin@qub.ac.uk
- Right to Work Support: qworkrtw@qub.ac.uk