

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 [EW 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 [EW SharePoint](#).

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.

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.

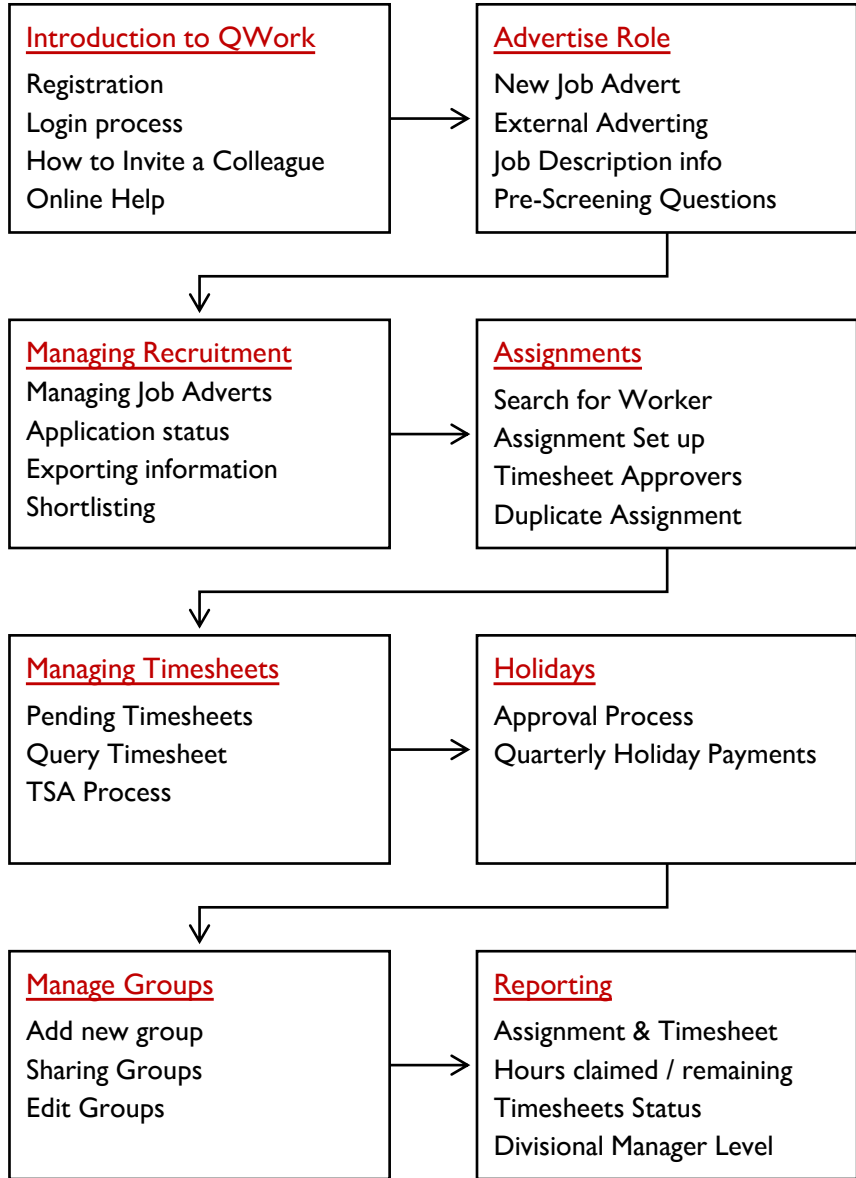
Students cannot work without a current accepted assignment.

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](#).

Useful Links:

- [QUB Semester Dates](#)
- [UG/PGR/PGT Students Working in the UK](#)
- [Periods of Study, Holidays and Other Absences Info](#)
- [Postgraduate Studentships T&Cs](#)
- [QUB Student - Request Variation to Weekly Hours Limit Link](#)

Click on the titles for video



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. 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 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](#)
- [QWork Payment Schedule](#)
- [QWork Holiday Payment Schedule](#)
- [Budget Approver Access Request Form](#) **New**
- [Safeguarding Children and Adults at Risk](#)
- [Reasonable Adjustment Support](#)
- [TA Guidance](#)
- [University's Real Living Wage](#)
- System Support: qworkadmin@qub.ac.uk
- Right to Work Support: qworkrtw@qub.ac.uk