

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 field relates to the [Extended Workforce Cohort List](#)

ASSIGNMENT DETAILS

Job Family:

Job Family reflects the Cohort List
Minimum Pay Rate for QUB is in line with the Real Living Wage.

- Admin/ Clerical (1.0 - 99.0)
- Demonstrator (1.0 - 99.0)
- External Supervisor (CBT & Family Therapies) (0.0 - 99.0)
- Invigilator (1.0 - 99.0)
- Language Assistant (1.0 - 99.0)
- Lifelong Learning Tutor (1.0 - 99.0)
- Non Core Curriculum Tutor (1.0 - 99.0)

- Job Titles are generated by the Job Family

Job Title:

Job Title reflects the job titles within the Cohort List

- Clerical Assistant
- Receptionist
- Casual Admin Support
- Enrolment and Registration (E&R) Helper
- Student Intern
- Clerical Officer
- Administrator
- Casual Clerical

- Input the Start & End date of the assignment. Ideally 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/ends part way through a week, end the assignment on the Sunday after the last working day.
- Assignments cannot be added for 1 day only, please end the assignment on the Sunday of that week.
- All student workers have a 20-hour cap. You cannot offer above this.
- QWork will restrict Student Visa Holders (SVH) to their working hours & visa end date.
- SVH 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.

- ➔ **WORKERS CAN ATTEND WORK WITHOUT A RIGHT TO WORK BEING COMPLETED.**
- ➔ **RETROSPECTIVE REQUESTS CANNOT BE USED IN THESE SITUATIONS.**

ASSIGNMENT DETAILS FOR JAIME HARRIS

Job Family:

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.

Module Code:

Description:

This is a mandatory field for Teaching Cohorts for HESA Returns.
Where applicable provide a Module Code for the assignment.
A drop-down list of codes will appear.

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:

When does/did the assignment start? Select

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

Hours budgeted for the:

Location (directions to this location will be emailed to worker):

Input the HOURS PER WEEK = Max hours they can work up to per week.
Input the TOTAL HOURS = hours per week X number of weeks.
Input the MIN POOL of hours for the total assignment = guaranteed hours.

Teaching cohorts require a HESA Code to be identified.

Most engagements will have 1 HESA value of 100% confirmed which is linked to the Module Code.

Input the sum total of all HESA values is equal to 1.

Location:

HESA Code: HESA Value:

HESA Code: HESA Value:

HESA Code: HESA Value:

- 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:

☐ 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 = Real Living Wage
The Charge Rate is the **indicative** rate charged to the budget.
Hover over 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:

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 details you need EMAILED to the worker in the first box below. These may include their rota, start times, who to meet, etc.

NOTES

Notes for Worker (These notes are emailed to worker)

- Input 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.

ASSIGNMENT ATTACHMENTS

Attachment 1: Choose File test.docx Visible To Candidate ☐ Candidate Must Sign ☐

Attachment 2: Choose File test.docx Visible To Candidate ☐ Candidate Must Sign ☐

Attachment 3: Choose File No file chosen Visible To Candidate ☐ Candidate Must Sign ☐

Attachment 4: Choose File No file chosen Visible To Candidate ☐ Candidate Must Sign ☐

Attachment 5: Choose File No file chosen Visible To Candidate ☐ Candidate Must Sign ☐

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.

Send Offer to Candidate Send Offer And Create Another

- 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'.
- 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.

Duplicate Assignments

- When you are in an assignment scroll to 'duplicate assignment' button at the bottom.

Hours Remaining Report Duplicate Assignment End Assignment

- Once you click this it pulls the details through for a new assignment.
- 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.

Worker P45 Status

- You cannot offer or duplicate an assignment relating to a worker when they have a P45 status.
- An error message will appear on the worker profile or if duplicate an assignment linked to a P45 worker:
Assignment cannot be offered as the candidate payroll status is P45'd.

Ms Melissa Cotton (Antrim, Co Antrim, BT11)

Min Rate (£) 12.00 Date Last Updated 07/07/2025

References Available: 0 Payroll No.: 3507759

Positions Sought

Student Helper, Cleaner

Identity: ☒ Eligibility: ☒ Contract for Services: ☒

Employment Status: PAYE Maximum hours / week: 20.00

Hours Commissioned for the Current Week: 0.00

Hours Remaining for the Current Week: 20.0

Assignment cannot be offered, as the candidate's payroll status is P45'd.

This worker has been identified as a Visa Holder and will have a limitation on the number of hours they can be commissioned

Offer Assignment Help

Assignment cannot be offered, as the candidate's payroll status is P45'd.

ENTER LAST NAME

Please Select Candidate:* Melissa Cotton (132070)

Compliance Checks

Identity: ☒ Eligibility: ☒ Contract for Services: ☒

Employment Status: Working Hours Compliance: ☒

Maximum hours / week: 20.00

To engage a worker with a P45 status please contact the QWork Admin Team.

Auto-declined Assignments

When a worker fails to accept an assignment before the respond by date it will show the assignment as auto declined.

1. A Hiring Manager can review the details & update:
2. Check the respond by date. Set to a future date.
3. Hours per week field will show 0. Updated to the correct number per week.
4. Check start and end dates are correct.
5. Then scroll down and click the 'Update' button at the bottom of the assignment.

If the assignment is 'old' more than 8 weeks, QWork will not allow the changes and you must send through a non-compliance spreadsheet to the [QWork Admin Team](#).

Note

- ➔ Once a worker accepts an assignment, timesheets generate **each Thursday the assignment is active.**
- ➔ Timesheets submitted the week of payroll closing are not guaranteed to be paid.
- ➔ We advise all workers to ensure that they submit their timesheets on a weekly basis.
- ➔ For pay processing dates refer to the QWork Payment Schedule.

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