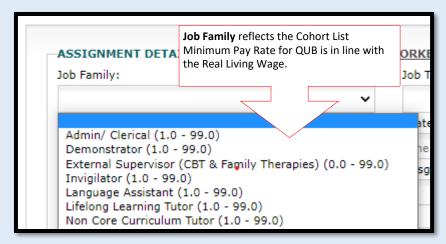
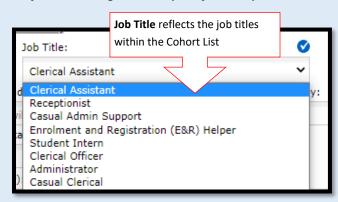
# How to set up an assignment in QWork

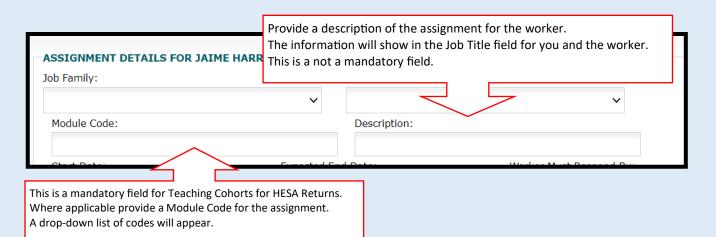
- Once you have selected the worker you want to offer the assignment for
- Click 'Offer Assignment'
- Job Family field relates to the Extended Workforce Cohort List



Job Titles are generated by the Job Family



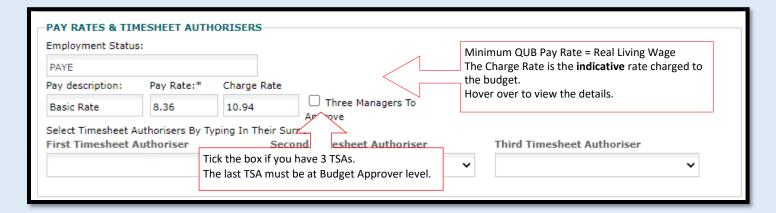
- Input the Start & End date of the assignment. Ideally start on a Monday and end on a Sunday as this is how all timesheets are generated & the visa / student weekly hours cap is calculated over this date range. If the assignment starts/ends part way through a week, end the assignment on the Sunday after 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.

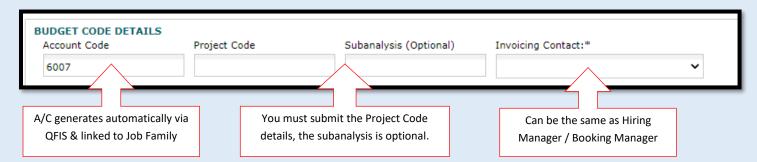


decline the assignment BEFORE the expiry date. Start Date: Expected End Date: Worker Must Respond By: When does/did the assignment start? Select Min Pool Of Hours: Hours Per Week: Total Asgn Hours Job Type: Hours budgeted for the Temporary Location (directions to this location will be Queen's University Belfast 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. Location: HESA Code HESA Value 130 Law Queen's University Belfast 0.25 Most engagements will have HESA Code **HESA Value** HESA Code HESA Value 1 HESA value of 100% confirmed which is linked to 137 Modern languages 0.25 138 English language & litera 🗸 0.50 the Module Code. 137 Modern languages Input the sum total of all Add HESA CC HESA values is equal to 1.

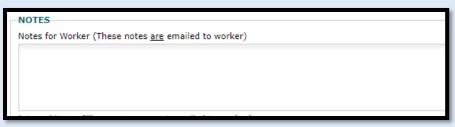
Input the Expiry Date of the offer. A worker MUST accept or

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





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



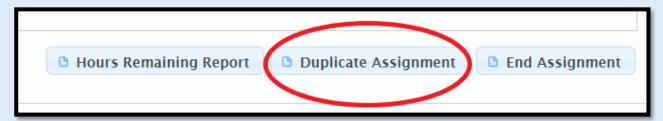
Input details relating to the Job Description, up to 5 documents can be attached at this stage if required for the worker. There is also a check box beside each option "Visible to Candidate" "Candidate must sign", ensure you tick what is relevant to your needs.



- 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.



- 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.





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.