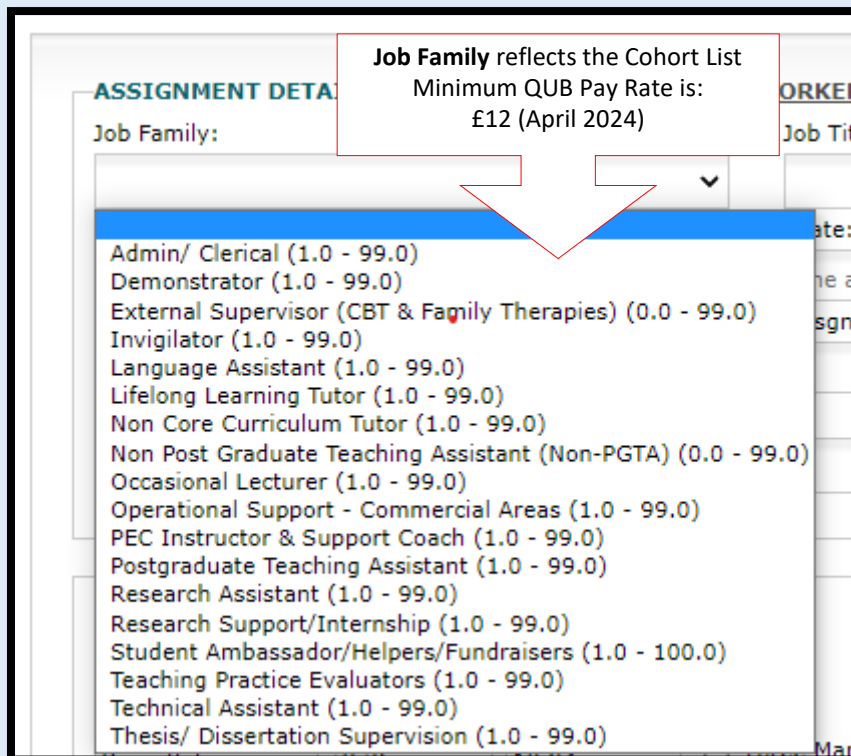
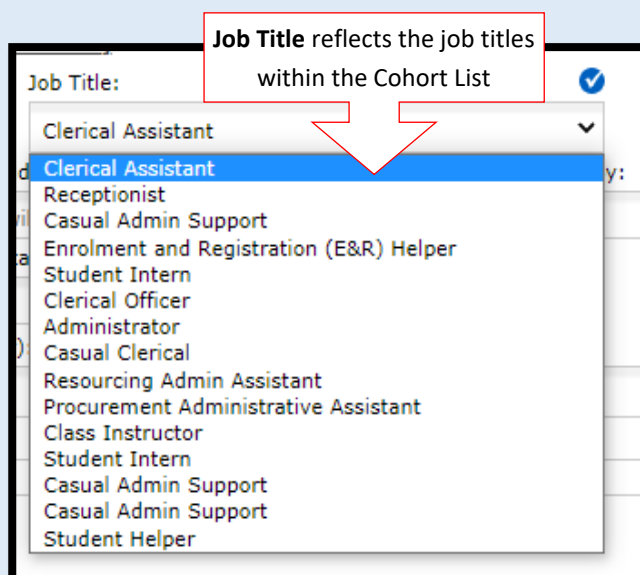


How to set up an Assignment on QWork

- Once you have selected the worker you want to offer the assignment for
- Click 'Offer Assignment'
- Job Family relates to the Extended Workforce Cohort or Common Roles List
- You should consult the [Cohort List](#) which describes each role



- Job Titles are generated by the Job Family.



- Input the Start and End date of the assignment. **Ideally assignments should 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 part way through a week and ends part way through another week, end the assignment on the Sunday following the last working day.
- All student workers have a 20-hour cap. You cannot offer above this.
- QWork will prevent HMs from booking a Student Visa Holders (SVH) for more hours than permitted or beyond the end date of visa.
- 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. If they do not do this, then they will become non-compliant.

ASSIGNMENT DETAILS FOR JAIME HARRIS

Job Family:

Module Code:

Description:

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.

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:

Hours Per Week:

Min Pool Of Hours:

Total Asgn Hours:

Job Type:

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

- Input the hours PER WEEK
- Input the TOTAL assignment hours i.e. hours per week X number of weeks.
- Input the guaranteed MIN Pool of hours for the total assignment.

- 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 |
|----------------------------|-----------------------------------|------------|
| Queen's University Belfast | 130 Law | 0.25 |
| | 137 Modern languages | 0.25 |
| | 138 English language & literature | 0.50 |

[Add HESA CC](#)

- 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

Basic Rate 8.36 10.94 Three Managers To Approve

Select Timesheet Authorisers By Typing In Their Surnames

First Timesheet Authoriser Second Timesheet Authoriser Third Timesheet Authoriser

• Minimum QUB Pay Rate is £12.
 • The Charge Rate is the **indicative** rate charged to the budget. Hover 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 any details you need EMAILED to the worker in the first box. These can include advising them clearly to accept the assignment before the Expiry Date, details regarding their rota, start times, who to meet, etc.

NOTES

Notes for Worker (These notes are emailed to worker)

Internal Notes (These notes are not emailed to worker)

- Input any 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 <input type="button" value="Choose File"/> test.docx | Visible To Candidate <input type="checkbox"/> | Candidate Must Sign <input type="checkbox"/> |
| Attachment 2 <input type="button" value="Choose File"/> test.docx | Visible To Candidate <input type="checkbox"/> | Candidate Must Sign <input type="checkbox"/> |
| Attachment 3 <input type="button" value="Choose File"/> No file chosen | Visible To Candidate <input type="checkbox"/> | Candidate Must Sign <input type="checkbox"/> |
| Attachment 4 <input type="button" value="Choose File"/> No file chosen | Visible To Candidate <input type="checkbox"/> | Candidate Must Sign <input type="checkbox"/> |
| Attachment 5 <input type="button" value="Choose File"/> No file chosen | Visible To Candidate <input type="checkbox"/> | Candidate Must Sign <input type="checkbox"/> |

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.

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- 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'.
- 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.
- The [QWork Payment Schedule](#) should be used to help you plan submission of timesheets to ensure Workers are paid without unnecessary delays.
- For further information please refer to the [Extended Workforce](#) & [QWork Share Point](#).

Duplicate Assignments

- When you are in an assignment at the very bottom of an assignment you will see a 'duplicate assignment' button.

- 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.

Auto-declined Assignments

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

If the assignment is in ongoing and in the future:

- Check the respond by date. Set to a future date.
- Hours per week field will show 0. Updated to the correct number per week.
- Then scroll down and click the 'Update' button at the bottom of the assignment.

If the assignment is in the recent past:

- Check the respond by date. Set to a future date.
- Hours per week field will show 0. Updated to the correct number per week.
- Check start and end dates are correct.
- 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](#).