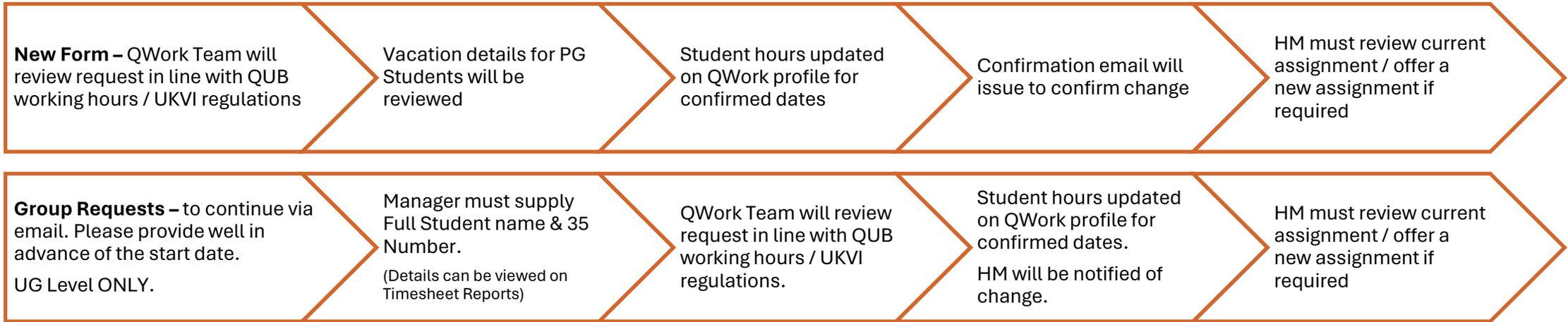


# QWork System Process



## Reminder

ALL Student Visa Holders should have accepted an assignment prior to work – No Exceptions

Long Term assignments up to 12 months should be ad hoc hours only

Regular hour assignments should be for a maximum of 12 weeks only

Do not extend ended assignments

UG hours are uplifted in line with term times dates (student number is requested at QWork registration)

UG uplift for Summer will be applied 3<sup>rd</sup> June to 15<sup>th</sup> Sept 2024

Please encourage workers to submit weekly timesheets in line with QWork Payment Schedule to avoid delays with payment.

