

GETTING STARTED WITH QWORK



REGISTRATION

Register at <https://www.q-work.co.uk>

Register only once, duplicate accounts will cause delays. If you receive an error message, contact qworkadmin@qub.ac.uk

After registering you will receive a Welcome Email, be sure to check your junk/spam folder.

You will need (as a minimum):

UK address & UK Bank Account Details
Valid Passport, Share Code (required for International Visa Holders)

National Insurance Number, you may use a temporary number in the format **TN010101M** (Temporary No, DOB, Male/Female).

Email your NI No to qworkadmin@qub.ac.uk

RIGHT TO WORK (RTW)

Your Welcome Email will include a link to submit your RTW using the IDPal APP. A virtual or in person call may be required to complete the verification. This can take several days to be completed.

Do not undertake any work until your RTW status is officially confirmed

Detailed guidance on RTW → [Worker FAQs](#)

APPLY FOR WORK

Use the **Current Vacancies** link on the **Qwork** landing page to view ads.

You can track submitted application under the **Job Applications** link.

Due to the high volume of applicants, only shortlisted candidates will be contacted but don't hesitate to reapply for future work.

TIMESHEETS & PAYROLL

Timesheets generate every Thursday.

Submit weekly to avoid payment delays.

Check the Payment Schedule to stay updated on the pay dates.

Only fully approved timesheets will be processed for payment.

ASSIGNMENTS

Check your email for assignment offers from your Hiring Manager.

Log into QWork to either accept or decline the work offer. Respond before the expiry date to secure the work.

Timesheets will only generate if you accept the assignment. No acceptance, no timesheet.

QUB SYSTEM ACCESS

An email will issue from Identity Management with the QUB System Access Credentials (35 number & password).

Log into [Queen's Online | Queen's University Belfast](#) when prompted input the 35 number e.g. 35xxxx@ads.qub.ac.uk.

Speak to your Hiring Manager about any additional access if required.

PAYSLIPS

Payslips & P45, P60s are posted to the address provided on your QWork profile.

Electronic Payslips are available from iTrent system via QOL. Access to iTrent disables once your assignment ends.

Save copies of any document you may need for future reference.

LEAVING QWORK

Confirm an agreed end date with your Hiring Manager.

Submit a request for your P45 via QWork.

Ensure your postal address is up to date.

Submit any outstanding hours worked to ensure your final pay is accurate.

Review your annual leave balance.

VIDEO GUIDES & INFORMATION



[Registration Process](#)



[Job Applications](#)



[Managing Assignments](#)



[Timesheet Process](#)



[Annual Leave](#)



[Get a Share code](#)



[Apply for NI Number](#)



[Students Working in the UK](#)



[Payment Schedule](#)



[Holiday Payment Schedule](#)



[TA Guidance](#)



[QUB Students - Request Variation to Weekly Hours Limit](#)



Assignment Support: Email your Hiring Manager (details located on the offer email)



System Support:

qworkadmin@qub.ac.uk



Right to Work Support:

qworkrtw@qub.ac.uk

Online Help & Support visit
[Worker FAQs](#)