

## Leaving QWork

### Q 1. I recently graduated & wish to remain on QWork, how do I update my student status?

Please send an email to [QWorkAdmin@qub.ac.uk](mailto:QWorkAdmin@qub.ac.uk) confirming your graduation date and student number.

### Q 2. I have recently got another job elsewhere, do I need to take any action?

Please send an email to [QWorkAdmin@qub.ac.uk](mailto:QWorkAdmin@qub.ac.uk) advising of the details and if you wish to remain on QWork longer term. You can also follow the instructions on how to request your P45 and if required how to deactivate your account.

### Q 3. How do I request my P45?

**All P45 requests must be done via QWork.**

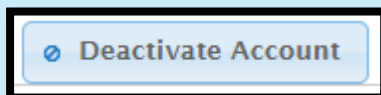
- Log on to QWork & under the Payroll Menu.
- Click on Contract tab, scroll down to Leaving Employment.
- When you are ready to leave, you can click on the request your P45.
- Please make sure you correctly enter the date last worked.
- Once this process is complete you will no longer be able to submit timesheets.
- Please make sure you enter the correct Date of Last Booking, i.e. when you last worked, this will ensure any outstanding holiday pay is correctly calculated and paid.
- By requesting your P45 any outstanding holiday pay will issue automatically with your final payslip.

Please note:

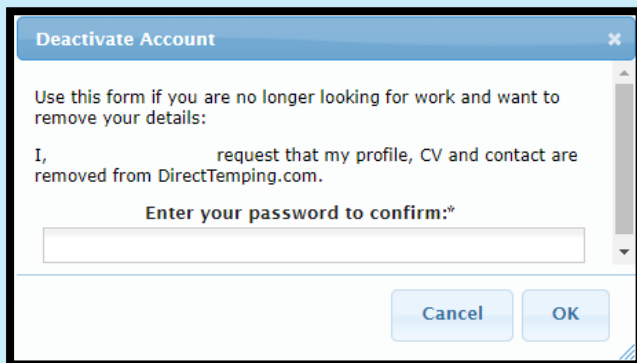
- P45s are produced monthly, any requested prior to payroll cut off will be sent out at the end of the month.
- P45s requested prior to payroll cut off are posted out after the pay date to the address on QWork, normally 2 within 2 weeks after pay date.
- P45s requested after payroll cut off will be posted to the address on QWork at the end of the following month, usually within 2 weeks after that month's pay date.
- The end date shown on your P45 will show the date that the P45 was requested.
- The P60s will be published towards the middle of May, a hard copy will also be posted to the address provided on QWork.
- Workers can access a P60 along with their payslips on iTrent during active assignments.
- After you receive your P45, your account will be closed but not deactivated.

### Q 4. How do I deactivate my account?

Under your Profile Page, scroll to the bottom of the page & click on 'Deactivate Account'



A pop-up screen now appears as per below, prompting the password.



Enter the password then click on the 'OK' button.

The account is now deactivated and any data retained will be managed in line with the Privacy Policy.

### Q 5. My P45 has issued in the past but I wish to engage again on QWork.

After you receive your P45, your account will be closed.

If you intend on applying for work or another assignment in the near future, please email [gworkrtw@qub.ac.uk](mailto:gworkrtw@qub.ac.uk) providing your full name.