

GETTING STARTED WITH QWORK



New Starter Process

You only need to Register once on QWork at <https://www.q-work.co.uk>. Once you complete your registration, you will receive a Welcome Email. This can appear in your Junk Mail folder.

You will need (as a minimum): Personal details including UK address, UK Bank Details, National Insurance Number - A temporary number can be used in the format - **TN010101M** (Temporary No, DOB, Male/Female). Once your NI Number is available email it to gworkadmin@qub.ac.uk



VIDEO GUIDES & INFORMATION

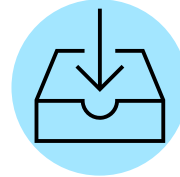
- [Registration Process](#)
- [Job Applications](#)
- [Managing Assignments](#)
- [Timesheet Process](#)
- [Annual Leave](#)
- [Get a Share code](#)
- [Apply for NI Number](#)
- [Students Working in the UK](#)
- [Payment Schedule](#)
- [Holiday Payment Schedule](#)
- [TA Guidance](#)

New

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

Your Right to Work

In the Welcome Email you will be provided with the link to complete your RTW. This is carried out via the iDPal App. This can take up to 5 days to process. QUB accept Passports only. If you have an issue with current passport, please review the [FAQs](#).



Assignments

Please check your email for assignment offers from your Hiring Manager. You must log into QWork to confirm by accepting / declining the offer of work. Timesheets will only generate if you accept the assignment.

QUB System Access

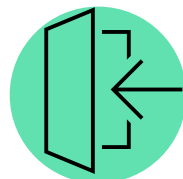
An email will issue with your QUB System Access Credentials. This will include your worker number (starting with 35) and password. Access to additional QUB systems, email accounts requests should be managed via your Hiring Manager.



Timesheets

You need to submit your timesheets weekly for hours worked. **Timesheets are generated automatically each Thursday**. Refer to the Payment Schedule for pay dates.

Timesheets should be submitted on a weekly basis.



Applying for Work

To view current advertisements, use the **Current Vacancies** link on Qwork landing page.



- Assignment Support: Contact Hiring Manager
- System Support: gworkadmin@qub.ac.uk
- Right to Work Support: gworkrtw@qub.ac.uk
- [FAQs](#) via Online Help & Support within QWork

QUB Access & Payslips

- Queens On Line: [QOL](#). You will be prompted to use your Username which is your 35 number e.g. 35xxxx@ads.qub.ac.uk
- Electronic Payslips: iTrent system via QOL.
- Payslips posted to address provided on QWork
- Further support on pay & leave via [FAQs](#)