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, including bank details, 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, National Insurance Number, UK Bank Details.

Once your NI Number is available, please email it to qworkadmin@qub.ac.uk

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.
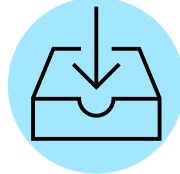
Assignments

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.

QUB System Access

Once you accept an assignment an email will issue with your QUB System Access Credentials. This will include your worker number (starting with 35) and Password. Access to additional systems, email accounts and worker card requests should be requested via your Hiring Manager.
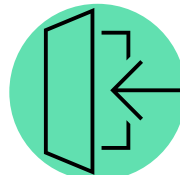
Timesheets

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

- Assignment Support: Contact Hiring Manager
- System Support: qworkadmin@qub.ac.uk
- Right to Work Support: qworkrtw@qub.ac.uk
- FAQs via Online Help & Support links within QWork

Applying for Work

To view current advertisements, use the *Search Current Jobs* link on Qwork.

VIDEO GUIDES & INFORMATION

- Registration Process
- Job Applications
- Managing Assignments
- Timesheet Process
- Annual Leave

- Get a Share code
- Temporary NI Number
- Working in the UK as a Student
- Payment Schedule
- Holiday Payment Schedule
- TA Guidance

QWork