

WINTER UPDATE FOR QWORKERS – OCTOBER 2026

Increased working hours for Undergraduate students over the winter break

Undergraduate students (excluding those from Medicine, Nursing, Dentistry and Pharmacy courses) will have their permitted hours on Qwork automatically increased to a maximum of **48 per week** between **Monday 21 December 2026 and Sunday 3 January 2027**, in line with official University semester dates.

Please note that we can only apply this automated uplift of profiles where there is a current Student ID Number. You can add or amend your Student ID on the “My Contact Details” page of your Qwork profile.

Postgraduate Taught students

Postgraduate Taught students can request an increase by submitting the following MS Form to their Academic Supervisor – [QWork QUB Student – Request Variation to Weekly Hours Limit \(Aug 2026\)](#).

Any request must fall into the date range above.

Return to 20 hours per week – Confirmation of dates

All students will revert to a maximum of 20 hours per week from Monday 4 January 2027. Please ensure that you do not exceed 20 hours per week during term time. If you receive any offers of work that leave you unsure of your limits on the system, please do not hesitate to contact us at QWorkAdmin@qub.ac.uk.

Do not accept work off-system

A reminder to all workers that you must not take on any work that is offered informally (i.e. off-system). QWork has safeguards built in to stop any accidental breaches of the University's 20 hours per week policy – agreeing to take on additional work that is not offered officially via the system removes these safeguards and leaves you vulnerable to breaching these rules.

Payroll cut-off dates

Payment for approved eligible **October** timesheets will be made this Friday, the **30th of October**. Payroll cut-off for November 2026 is **Friday the 6th of November**, with payments to be made on Monday the **30th of November**.

Payroll cut-off for December 2026 is **Friday the 4th of December**, with payment expected on or around the **22nd of December (TBC)**.

Please ensure all timesheets are submitted on a weekly basis to facilitate timely processing of payments in this busy period.

2027 Payroll schedule

Information on the new payroll schedule for 2027 will be issued in the coming weeks and you will be able to view this on the QWork login page.