

# GETTING STARTED WITH QWORK



You only need to Register once on QWork:  
<https://www.q-work.co.uk>.

## YOU WILL NEED the following:

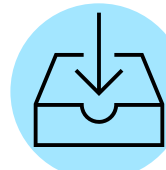
- UK address
- UK Bank Details
- National Insurance Number
- Right to Work information.
- CV

- A temporary NI 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](mailto:gworkadmin@qub.ac.uk)
- A temporary CV / word doc can be used & updated at a later stage.
- Once you complete your registration, you will receive a **Welcome Email** from [QWorkadmin@qub.ac.uk](mailto:QWorkadmin@qub.ac.uk)
- Please check your Junk Mail folder



## RIGHT TO WORK

- In the Welcome Email you will be provided with the link to complete your RTW via iDPal App.
- This can take up to 5 days to process.
- QUB accept Passports only.
- Please review the [FAQs](#) if you have any issues or do not hold a current passport.



## ASSIGNMENTS

- Please check your email for assignment offers from your Hiring Manager.
- You must log into QWork to accept / decline the offer of work.
- Timesheets will only generate if you accept the assignment.
- You should not attend work without an assignment.



## QUB SYSTEM ACCESS

- An email will issue from [identitymanagement@qub.ac.uk](mailto:identitymanagement@qub.ac.uk) with your QUB System Access Credentials 3 days before you start.
- 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

- Timesheets are generated automatically each Thursday for the week you are working in.
- A timesheet will only generate if you accept your assignment.
- Please submit your timesheets weekly for hours worked.
- Refer to the [Payment Schedule](#) for pay dates.



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



## APPLYING FOR WORK

- To view current advertisements, use the **Current Vacancies** link on QWork landing page.
- Due to the volume of applicants, you may not receive feedback if you are not successful.

## 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](#)

## 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](#)