

Subject: Important information regarding your work for Queen's University

Dear Student,

QWork is currently rolling out across Queen's University, it is a new centralised system for the recruitment, engagement, and payment of workers. It will give workers access to all casual work opportunities at the University, will systemise the creation of timesheets for online submission and approval.

As we transition over to QWork you will be required to register on the new system to ensure that you can continue to work. Everyone wishing to undertake work at Queen's must complete a Right to Work check to be able to access and accept new work assignments via QWork, **even those who have previously done so**. Please note, you may be required to present your documents to the Right to Work Team. Once completed, your Right to Work documents will be held securely within the QWork system.

Going forward, all work (known on system as an 'assignment') will be managed through QWork, which enables business areas to commission assignments to casual workers in advance. This change in process will not affect any current or future jobs you undertake at Queens University. However, you should be aware of the following key changes to the process of undertaking casual work and your responsibilities:

- Once QWork is fully implemented, you should not undertake any casual work at Queen's unless it is commissioned via QWork. This will be the only system for payment of casual work going forward.
- You will have the opportunity to view & apply for casual work in Queen's University through QWork.
- When you receive your email advising you of your assignment, you are required to log on to QWork and accept or decline the details of the offer.
- You can only be offered an assignment if the total weekly hours of that assignment will not cause you to exceed any restriction that has been applied to your QWork profile. (For example, total student working hours or Visa restrictions).
- If you have already registered on QWork for work undertaken in one area of Queen's, you do not have to register again to accept an assignment with a different Department.
- It is now your responsibility as the worker to submit a timesheet via QWork for approval on a weekly basis. Timesheets are processed in the middle of each month, workers will continue to be paid monthly.
- You can request Annual Leave through the QWork and the system will show how many hours Leave have been accrued in each Assignment.
- Once you have been issued an assignment on QWork, your NSP details will need to be stopped to allow you to be paid through the new system. This does not mean that your engagement with the University has ended, you are simply moving to another payroll.

We will be arranging training on QWork and support on completing the registration process in due course.

If you have any further queries, please contact me or for technical queries on QWork, please contact the QWork team on QWorkadmin@qub.ac.uk

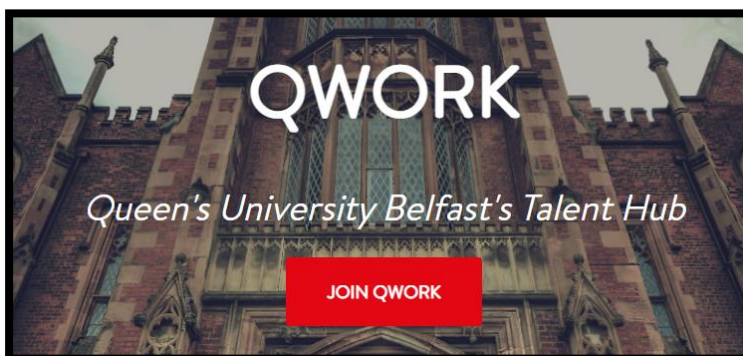
The details of what you will need and how to register are outlined below:

How do I register to undertake casual work in QUB?

If you wish to undertake casual work on campus you should follow QWork link to register on the system - <https://www.q-work.co.uk/>

QWork performs best using the latest version of Google Chrome.

On the website you will see the below page. Click on red button 'Join QWork', it will direct you to either student / non student registration, please chose the one relevant to you by clicking on the photo above the details to progress to registration.



You will need (as a minimum):

- Personal Details including UK address and Postcode
- National Insurance Number (If you do not have a NINO, you can add a Temporary number in format TN 010101 M (Temporary Number, DOB, Male\Female). For further information on applying for a NI Number:
<https://www.nidirect.gov.uk/articles/national-insurance-numbers>
<https://www.gov.uk/apply-national-insurance-number>
As soon as your NINO is available, please send it to QWorkAdmin@qub.ac.uk to ensure your tax and NIC calculations are accurate.
- UK Bank details

You **MUST** input your bank account details to ensure you can progress in the registration and to ensure you can be paid.

Once you are fully registered you will receive a Welcome Email from QWork detailing how to complete your Right to Work check. Please check your junk mail.

You must have completed the registration process in full to receive the Welcome email.

I have not received a welcome email with details for Melissa ID Pal, what should I do?

Please use the following link: [Melissa ID App Link](#)

- QUB only accept a PASSPORT as form of ID.
Do not upload your driving licence as proof of ID as this will delay the process.
- If you are a British or Irish citizen you should upload your passport only.
- If you are a citizen of any other country, you should upload BOTH your passport and evident of your immigration status e.g., a SHARE CODE.
Shares codes are available to all EU citizens and BRP card holders. For more information & to obtain a share code, please review the Prove your Right to Work to an Employer - <https://www.gov.uk/prove-right-to-work>.
- You may be contacted to complete an in-person check. In this case, please note that checks are currently being carried out remotely via Teams.

Melissa ID Pal has asked me for an ID Number, what is this?

Log on to QWork, when you click on Payroll Menu the Payroll Ref: xxx is your QWork ID Number. If you cannot view the payroll menu, you need to follow the steps to update your Bank Details.

Registration process in QWork

Step 1 – Your personal details for setting up on Qwork e.g. name, address.

Step 2 – Confirmation of any previous work within Queens University.

Your Min Pay Rate.

(This will not prevent you from applying for or accepting work at a lower or higher rate)

Working Hours Opt Out Agreement.

Step 3 – Employment Status.

Please take time to answer the details for the Employee Statement below as this will affect your Tax status.

If you have worked previously through the NSP system you will be issued with a P45, as you will be unable to remain on both QWork and NSP at the same time. You can send a scanned copy of your P45 to Salaries - salaries.office@qub.ac.uk

EMPLOYEE STATEMENT

If you have a P45 please scan and send to salaries.office@qub.ac.uk. **Select Statement B if you have submitted your P45**

Please advise which of the below statements applies to you A, B or C.

Statement A

Do not choose this statement if you're in receipt of a State, Works or Private Pension

Choose this statement if the following applies. This is my first job since 6 April and since the 6 April I've not received payments from any of the following:

- Jobseeker's Allowance
- Employment and Support Allowance
- Incapacity Benefit

Statement B

Do not choose this statement if you're in receipt of a State, Works or Private Pension

Choose this statement if the following applies. Since 6 April I have had another job but I do not have a P45 or if you have submitted your P45. And/or since the 6 April I have received payments from any of the following:

- Jobseeker's Allowance
- Employment and Support Allowance
- Incapacity Benefit

Statement C

Choose this statement if:

- you have another job and/or
- you're in receipt of a State, Works or Private Pension

Step 3 – Bank Details & Emergency Contact details

Please ensure you input your Bank details so that we can pay you!

Please note you cannot be offered work until you have completed the below section and have your Right to Work verified.

BANK DETAILS

Please provide your bank details accurately, the bank details you provide must be from a UK bank account and must be your own.

Bank sort code:*

e.g. 305699

Bank account number:*

e.g. 02374456

Name on this Account:*

as it appears on your bank

Important:

1. Please ensure your bank details are entered accurately, as any issues will result in non-payment
2. We do not pay into non UK bank accounts.

EMERGENCY CONTACT

We need to have an contact on record in case of an emergency while working.

Emergency Contact Name:*

Telephone:*

Relationship:*

Step 4 - Equal Opportunity Declaration

You are not obliged to answer the questions on this form, and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer all questions as the University considers that monitoring is the essential first step in the effective implementation of its equal opportunities policy and its equality scheme.

Step 5 – Confirmation of your details

Please take time to review your details prior to submitting them.

Terms and Conditions

Once accepted a copy of the Worker Agreement will issue by email to you.

A will also be available under My Documents on QWork