

PETER A. ALLARD SCHOOL OF LAW STUDENT APPOINTMENT FORM

Instructions:

1. Student appointment form must be completed and sent to payroll@allard.ubc.ca 1-2 weeks prior to student employment start date for processing.
2. Section 1 to be completed by Faculty/Staff authorizing the student appointment.
3. Section 2 to be completed by the Student.

Please review the [Guide to Hiring Student Workers \(PDF\)](#). Please note that students are not permitted to work prior to the start date of their appointment.

SECTION 1: AUTHORIZATION OF STUDENT EMPLOYMENT

Name of Student: _____	
Start date of appointment: _____	End date of appointment: _____
Maximum hours (required field): _____ (Note: Max hours include statutory holidays)	Maximum dollars: _____ (Note: Max dollars include statutory holiday pay)
Additional Information: _____	Primary WorkTag for costing allocations: _____
Name of Hiring Supervisor (Faculty/Manager): _____	Signature: _____

UBC LAW Internal Pay Rates as of May 1, 2022:

JD \$22.67	LLM \$24.67	PhD \$26.67	May 202 ____ Graduate: _____	Work Learn (Rate based on WL funding letter)	Other Hourly Pay rate: \$_____
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SECTION 2: TO BE COMPLETED BY STUDENT

First Name: _____	Surname: _____
Date of birth: * _____	UBC Employee ID Number (if employed previously by UBC): _____
Student Number _____	SIN Number: * _____
Phone Number: _____	Email: _____
Current Mailing Address (Apt/House No. & Street): _____	City/Province/Postal Code: _____
Student Type/Category: Domestic (Canadian / Permanent Resident) International (please attach study/work permit)	For non-UBC Law student hire, select current student degree:

*Only required if you do not have a UBC employee ID

Print Name of Student: _____

Signature of Student: _____