

# PETER A. ALLARD SCHOOL OF LAW STUDENT APPOINTMENT FORM

**Instructions:**

1. Student appointment form must be completed and sent to [payroll@allard.ubc.ca](mailto: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): _____<br>(Note: Max hours include statutory holidays) | Maximum dollars: _____<br>(Note: Max dollars include statutory holiday pay) |
| Additional Information: _____   | Primary WorkTag for costing allocations: _____                              |
| Name of Hiring Supervisor (Faculty/Manager):<br>_____                                 | Signature:<br>_____   |

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

|               |                |                |                                |  |                                |
|---------------|----------------|----------------|--------------------------------|--|--------------------------------|
| JD<br>\$22.67 | LLM<br>\$24.67 | PhD<br>\$26.67 | May 202 ___<br>Graduate: _____ | Work Learn (Rate based on WL funding letter) | Other Hourly Pay rate: \$_____ |
|---------------|----------------|----------------|--------------------------------|--|--------------------------------|

## SECTION 2: TO BE COMPLETED BY STUDENT

|   |  |
|---|--|
| First Name: _____   | Surname: _____   |
| Date of birth: * _____  | UBC Employee ID Number (if employed previously by UBC):<br>_____ |
| Student Number _____  | SIN Number: * _____  |
| Phone Number: _____   | Email: _____   |
| Current Mailing Address (Apt/House No. & Street):<br>_____  | City/Province/Postal Code:<br>_____                              |
| Student Type/Category:<br>Domestic (Canadian / Permanent Resident)<br>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:** \_\_\_\_\_