

PETER A. ALLARD SCHOOL OF LAW STUDENT APPOINTMENT FORM

Instructions:

1. **Section 1** to be completed by Faculty/Staff authorizing the student appointment.
 2. **Section 2** to be completed by the Student.
- Submit the completed form to May Villacampa at payroll@allard.ubc.ca in order to initiate the payroll process.** 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): <i>(Note: Max hours include statutory holidays)</i>	Maximum dollars: <i>(Note: Max dollars include statutory holiday pay)</i>
Additional Information:	
Primary WorkTag for costing allocations:	
Name of Hiring Supervisor (Faculty/Manager):	
Signature:	
Name of WorkTag Manager (if different from supervisor):	
Signature:	

UBC LAW Internal Pay Rates as of September 1, 2020:

JD: \$22.50	LLM: \$24.50	PhD: \$26.50	May 202__ Graduate:	Work Learn: (RATE BASED ON WL FUNDING LETTER)	TLEF RA SUPPORT: \$22.50 (PM000085)
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SECTION 2: TO BE COMPLETED BY STUDENT

First Name:	Surname:
UBC Employee ID number (if employed by UBC previously):	
Student Number:	Phone Number:
E-mail:	
Current Mailing Address: Apt. No./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:	
Print Name of Student:	
Signature of Student:	

You will be contacted separately for SIN# if needed to process the appointment by May Villacampa