

PETER A. ALLARD SCHOOL OF LAW STUDENT APPOINTMENT FORM (SAF)

Instructions:

1. Complete the form and send to payroll@allard.ubc.ca for processing **2 WEEKS PRIOR to the start date**
2. ****Students are not permitted to work before their start date ****
3. For Work Learn students, please attach Work Learn Funding Announcement Approval email

Please review the [Guide to Hiring Student Workers](#) and the [UBC Student Worker Handbook](#)

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)
Work Learn Project Number: _____	Primary WorkTag for costing allocations: _____
Additional Information: _____	
Name of Hiring Supervisor (Faculty/Manager): _____	Signature: _____

UBC LAW Internal Pay Rates as of September 1, 2024. (Please check the pay rate for the student appointment):

JD \$26.06 <input type="checkbox"/>	LLM \$28.06 <input type="checkbox"/>	PhD \$30.06 <input type="checkbox"/>	May 202 _ Graduate: _____	Work Learn (Rate based on WL funding letter)	Other Hourly Pay rate: \$ _____
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SECTION 2: STUDENT INFORMATION

First Name: _____	Surname: _____
Student Number: _____	UBC Employee ID: _____
Student Email _____	
Student Type	
<input type="radio"/> JD <input type="radio"/> LLM <input type="radio"/> PhD <input type="radio"/> Non-Allard Student (confirm program: _____)	
Student Category	
<input type="radio"/> Domestic (Canadian/Permanent Resident)	
<input type="radio"/> International (please attach study/work permit)	

Signature of Student: _____