

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 before the start date**
2. ****Student are not permitted to work before their start date ****
3. Try to align appointment end dates with term end dates (Dec 31, April 30, Aug 31)

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)

Additional Information: _____

Work Learn Project ID: _____

Primary WorkTag for costing allocations: _____

Name of Hiring Supervisor (Faculty/Manager): _____

Signature: _____

Name of WorkTag Manager:

Signature:

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

JD \$26.02 <input type="checkbox"/>	LLM \$28.02 <input type="checkbox"/>	PhD \$30.02 <input type="checkbox"/>	Graduation Date: _____	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

JD LLM PhD

For non-UBC Law student hire, select current student degree:

Student Category

Domestic (Canadian/Permanent Resident)
International (please attach study/work permit)

Signature of Student: _____