

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 31, 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"/>	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		
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: _____