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): _____   Maximum dollars: _____
(Note: Max hours include statutory holidays)   (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 $26.02 ☐	LLM $28.02 ☐	PhD $30.02 ☐	May 202_ Graduate: _____	Work Learn (Rate based on WL funding letter)	Other Hourly Pay rate: $_____

SECTION 2: STUDENT INFORMATION

First Name: _____   Surname: _____

Student Number: _____

UBC Employee ID: _____

Student Email _____

Student Type

○ JD   ○ LLM   ○ PhD   ○ Non-Allard Student (confirm program: _____)

Student Category

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

Signature of Student: _____