



Information for Student Appointment

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|---|--|-------------------------------------|------------------------------------|
| Supervisor Name (print): | | | |
| Supervisor's Signature: | | | |
| Grant Project / Speed Chart Number: | | | |
| Student Name: | | | |
| Hiring Position / Title: | GRA <input type="checkbox"/> | GAA <input type="checkbox"/> | Others: |
| Current Mailing Address: | | | Postal Code: |
| Contact Phone Number: | | | |
| Email Address: | | | |
| Gender: | Female <input type="checkbox"/> | Male <input type="checkbox"/> | |
| Student Number: | | | |
| Date of Birth: MM/DD/YYYY | | | |
| Social Insurance Number: | | | |
| Hiring Period: | | | |
| * Pay Rate: | \$ | | |
| | Per Hour <input type="checkbox"/> | Per Period <input type="checkbox"/> | Per Month <input type="checkbox"/> |
| Appointment will NOT be processed until all certificates and forms are received: | <p>Upon successful completion of below online training courses, certificate will be issued from each of the courses. Please forward the certificates to Connie Choi.</p> <ol style="list-style-type: none"> 1. Certificate for Preventing and Addressing Workplace Bullying and Harassment Trainings. 2. Certificate for New Worker Safety Orientation. 3. Certificate for Privacy and Information Security Training. 4. Direct Deposit Form for Direct Pay Deposit Account setup. Please submit this form if this is your first appointment in UBC. | | |

- * Per hour - For hourly pay appointment, the supervisor will receive timesheets from Payroll once in 2 weeks to fill in working hours.
- * Per period - To pay a fixed amount budgeted for the specific hiring period. Payroll will split the amount equally within the hiring period.
- * Per month - To pay the same amount each month within the hiring period

UBC Pay Dates: 15th and last day of each month