



### Information for Student Appointment

Supervisor Name (print):			
Supervisor's Signature:			
Work tags:	Speed Chart	Program / Grant	
Student Name:	Last Name	First Name	
Hiring Position / Title:	Undergrad AA <input type="checkbox"/>	GAA <input type="checkbox"/>	Others:
	Undergrad RA <input type="checkbox"/>	GRA <input type="checkbox"/>	
Academic Degree:	Bachelor's <input type="checkbox"/>	Master's <input type="checkbox"/>	Doctoral <input type="checkbox"/>
Current Mailing Address:			Postal Code:
Contact Phone Number:			
Email Address:			
Student Number:			
Date of Birth: MM/DD/YYYY			
Social Insurance Number:			
Hiring Period:	Start Date	End Date	
* Pay Rate:	\$		
	Per Hour <input type="checkbox"/>	Per Period <input type="checkbox"/>	Per Month <input type="checkbox"/>

- \* 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: 15<sup>th</sup> and last day of each month