

Appointing Students - Information for Project Supervisors



THE UNIVERSITY OF BRITISH COLUMBIA
- STUDENT APPOINTMENT FORM -

CAMPUS
Vancouver

PERSONAL INFORMATION

EMPLOYEE ID	PREFIX	FIRST NAME	MIDDLE NAME (S)	LAST NAME	SUFFIX
CURRENT HOME ADDRESS		CITY	PROV	POSTAL	COUNTRY
PERMANENT HOME ADDRESS (if different from current home address)		CITY	PROV	POSTAL	COUNTRY
PRIMARY PHONE NUMBER	PRIMARY EMAIL ADDRESS	GENDER	STUDENT NO.	DATE OF BIRTH (YYYYMMDD)	SOCIAL INSURANCE NO.
					APPLIED FOR SIN <input type="checkbox"/>

DETAILS OF EMPLOYMENT

ACTION/REASON	VP / FACULTY (1 st list for Vancouver Campus, 2 nd list for Okanagan Campus)	DEPARTMENT NAME AND CODE (click link below for list)	WORK LOCN	MAIL LOCN (if appl)
Hire - New Hire				
EMPLOYMENT GROUP	JOB TITLE - Student Service Apps	JOB TITLE - Miscellaneous Student Apps		
Non-union				Work Learn (400310)
POSITION #	FULL/PART TIME	P/T % (FTE)	EMPLOYEE CLASS	CAREER PLACEMENT - FACULTY
	Full-time			

FUNDING

START DATE (YYYYMMDD)	END DATE (YYYYMMDD)	REFERENCE #	EARNINGS CODE	SPEED CHART	ACCOUNT	FUND (Info only)	DEPT ID (Info only)	PROJECT GRANT	%	AMOUNT (Mthly, Hly, Per Period)	ANNUAL AMOUNT (Optional)
			REG								
TOTALS											

SIGNATURES

FACULTY / DEPARTMENT USE (for additional information or directions)						FOR HUMAN RESOURCES / PAYROLL USE ONLY					
DEGREE:	HOME DEPT.:	WORK STUDY:	<input type="checkbox"/>	WORK VISA:	<input type="checkbox"/>						
REFER ENQUIRIES TO:						PHONE:					
SIGNATURE (Departmental Authorization)	NAME (print)	DATE	SIGNATURE (Other, if applicable)	NAME (print)	DATE						
SIGNATURE (Dean / VP, if applicable)	NAME (print)	DATE	SIGNATURE (HR, if applicable)	NAME (print)	DATE						

Dept Names & Codes

Work/Mail Location Codes

Earnings Codes

[Help](#)