

Hire Form- Department of Chemistry

*Student or Employee Name (Last, First)	
*SIN and DOB (<i>if new employee to UBC</i>)	
*Student email address, home address and phone number	
*MA, PhD, Undergraduate	
Domestic or International student	
*Student Number	
*Employee Number (with previous appointments)	
*Hired Position (eg. URA, GRA, GAA, UAA) Note: GRA Hires cannot be hourly	
Name of research project or duties	
*Start Date - End Date	
Hourly (timekeeping) or Monthly	
*Rate of Pay (<i>student will receive</i>)	\$
*Number of Hours/Week	
*Grant number in Workday PI <i>(please ensure research grants are active for duration of appointment and there are sufficient funds available)</i>	
*Fund	
*Faculty supervisor name/PI	
Salto Room Access	

All fields with * are required, incomplete forms will be returned and may cause delays.

Note additional funds will be charged against your grant for benefits. If PI deems necessary please adjust the rate of pay to allow for the benefit charges.

*Note: WCB effective Jan 2021 is now .24%. For more information:

https://hr.ok.ubc.ca/wp-content/uploads/sites/71/2018/03/Student_Appointment_Matrix_October_201236259.pdf