



HR Appointment Request Form

Name: [ ] Employee/Student ID: [ ]

Degree: [ ] Domestic or International [ ]

1. Type of appointment: (Please select ONE)

- Undergraduate Research Assistant (URA)
- Undergraduate Academic Assistant (UAA)
- Co-op student (full-time)
- Work-learn student (need funding email)
- Staff Research Technician (need job description)
- Post-doctoral Fellow (faculty appointment)

(Payment Structure)

- (monthly or per period)
- (hourly, monthly or per period)
- (hourly, monthly or per period)
- (hourly)
- (monthly or per period)
- (hourly, monthly or per period)

2. Dates: start from [ ] to [ ] (end date).

3. Payment: (Please select only ONE type of payment and enter salary amount)

- Monthly @ \$ [ ] /month
- Period @ \$ [ ] /period
- Hourly @ \$ [ ] /hour (Requires submission of hourly in Workday)

4. Source of Funding:

Program/Grant #: [ ]

Cost Centre: [ ]

\* If the student is a new employee in KIN, pls ask him/her to fill out form:

- 1. Personal Data form
- 2. If international students, please forward Study Permit

Once this form is completed, pls email to Huda Hamze ([huda.hamze@ubc.ca](mailto:huda.hamze@ubc.ca))