STUDENT EMPLOYMENT APPROVAL FORM

This form must be returned to the Student Employment Administrator in EECS Headquarters with SUPERVISOR SIGNATURE in order to have hours approved for payment. PRINT CLEARLY PLEASE

Type of Action: Activation ☐ Change: ☐ Termination: ☐ Effective Date of Action: _________________________

Student’s Name: ____________________________________________ MIT ID No: _______________________

Last Name: First Name: Middle Name:

Student’s Email: ___________________________ Citizenship: ________________ If not U.S. give Visa Type: ________

Class year (G for grad student): ____________ Position (circle one): Lab/Course Assistant | Grader | Tutor | Other* | UG Tour Guide

Associated Course 6 Class Number or description*: ______________________________________________________

Faculty/Supervisor Name: __________________________________________________________

Student Signature: ____________________________ Date: __________________________

FACULTY/SUPERVISOR USE ONLY:

*Normal Approved Hours per Week: _____ Hourly Rate: _______ Supervisor email: ___________________________

Check Appropriate Term: Fall _____ IAP_____ Spring _____ Summer ______

Faculty/Supervisor* Signature: ____________________________ Date: __________________________

EECS USE ONLY:

Department No: ____________ Time Group: ____________ Cost Object: ____________ G/L Account: ____________

Comments:

Graduate Student data: RA/Dept.: ____________ ; TA/Dept.: ____________ ; Fellowship/Type: ____________ ;

Other: ____________

HOURLY RATES

<table>
<thead>
<tr>
<th></th>
<th>Freshman/Sophomore</th>
<th>Junior/Senior</th>
<th>Graduate Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course/Lab Assistant</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Tutoring Program</td>
<td>$11.00</td>
<td>$12.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Problem Grader</td>
<td>$10.00</td>
<td>$11.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>General Helper</td>
<td>$9.75</td>
<td>$9.75</td>
<td>$9.75</td>
</tr>
</tbody>
</table>

*Supervisor and Student Employee PLEASE NOTE: We will use this form as a basis to approve hours for payment. When submitted time varies significantly from the normal work schedule, we will contact you for approval.

Questions? Contact: jarina@csail.mit.edu.