

# MIT Department of Electrical Engineering and Computer Science

## STUDENT EMPLOYMENT APPROVAL FORM\*

This form must be returned to the Student Employment Administrator in EECS Headquarter at 38-451, or email to [eeecs-student-employ-form@mit.edu](mailto:eeecs-student-employ-form@mit.edu) with **SUPERVISOR SIGNATURE** . PRINT CLEARLY PLEASE

Type of Action: New  Change  Termination  Start Date: \_\_\_\_\_  
**NOTE: Completed I-9 must be on file on/before start date**

Check Appropriate Term: Fall  IAP  Spring  Summer

Country where you will be physically located during the term: \_\_\_\_\_

Student's Name: \_\_\_\_\_ MIT ID No: \_\_\_\_\_  
Last First Middle

Student's Email: \_\_\_\_\_@mit.edu

Class year (G for grad student): \_\_\_\_\_ Position (Select one):  Course/Lab Assistant  
 Grader  
 HKN Tutor  
 Other

Subject No: \_\_\_\_\_

Faculty/Supervisor Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***FACULTY/SUPERVISOR USE ONLY: \****

Approved Hours per Week: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Supervisor email: \_\_\_\_\_

Faculty/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***EECS USE ONLY:***

I-9 in System: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ UG Lab Safety Training: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ Date \_\_\_\_\_

SAP Appointment Req No: \_\_\_\_\_ Date: \_\_\_\_\_

Note: \_\_\_\_\_

### **HOURLY RATES** \$ / Hour

Course/Lab Assistant	\$17.00
Grader	\$15.00
HKN Tutor	\$17.00
Other	\$13.50

**\*Supervisor and Student Employee:** We will use this form as a basis to approve hours for payment. Be sure that your student hourly employees are entering their hours online accurately by no later than 9 a.m on Mondays (or by 9 a.m on Tuesday if Monday is a MIT holiday). **Lab Assistants and Graders are limited to 10 hours per week. These positions are only open to MIT students.**