

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 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
Subject No: _____ HKN Tutor
 Other

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	\$14.25

***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.**