**Cancel/Change Appointment**

*Required for all actions*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student MIT ID** |  | | **Student Name** |  |
| **Department** | Information Services & Technology | | | |
| **Current Position Title** | |  | | |

(Use timesheet title)

|  |  |  |
| --- | --- | --- |
|  | **CANCEL** | This appointment should be cancelled. No time has been approved. |

|  |  |  |
| --- | --- | --- |
|  | EXTEND/TERMINATE/CHANGE DATES | Change the duration of the appointment. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **New Start Date** (Non-UROP) | |  | |
|  | New End Date [➀](#_New_Start_Date) |  | |  |

|  |  |
| --- | --- |
|  | OTHER CHANGES/CORRECTIONS |

|  |  |  |
| --- | --- | --- |
|  | Effective Date (Required unless entering a New Start Date.) |  |

*Only enter NEW values in the fields below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **New Job Title** (Non-UROP) | | | **Undergrad worker- other** | |
| New Position Title [➁](#_Position_Title) | |  | | |
| New Position Description [➂](#_Position_Description) | | | |  |
|  |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **New Location** | X | On campus | | | |  | Off campus | | | |
| New MIT Supervisor [➃](#_MIT_Supervisor_1) | | | | |  | | | | | |
| New Other Supervisor (Non-UROP) [➄](#_New_Cost_Distribution) | | | | | |  | | | | |
| New Rate of Pay [➅](#_Other_Supervisor) | | | $ |  | | New UROP Limit (UROP)[➆](#_New_UROP_Limit) | | | $ |  |
| New Average Hours per Week ➇ | | | |  | |  | |  | | |

*Optional additional information*

|  |  |  |
| --- | --- | --- |
| **Reason for Cancel/Change** | |  |
| **CC Addresses** |  | |

|  |  |
| --- | --- |
| **Supervisor Signature** |  |
|  |  |

**Cancel/Change Appointment – Rules, Definitions, Examples**

## End Date

Rule: UROP End Date must be **≤** academic term end date

[Return to form](#_New_End_Date:)

### Position Title

Recommendation: Course# Job Title – Term; e.g., 6.01 Lab Asst – SS12 or Help Desk. Position Title must be different from the Job Title and from Position Titles of other positions held by the student.

[Return to form](#_New_Position_Title:)

### Position Description

Rule: Describe the position duties. Description must be different from both the Job and Position Titles of this appointment.

[Return to form](#_New_Position_Description:)

### MIT Supervisor

This is the MIT employee overseeing the student appointment.

[Return to form](#_New_MIT_Supervisor:)

### Other Supervisor

This refers to a student or external supervisor in addition to the MIT supervisor. Name and contact   
information can be entered.

[Return to form](#_New_Other_Supervisor:)

### Rate of Pay

Rules: For UROP Changes, this field only applies to faculty sponsored UROPS. Rate for UROP cannot be below $9.75 minimum. Rate for non-UROP cannot be below $9.50 minimum. Rates should not exceed $25.00. Amounts over $25.00 will be routed to SFS for approval and a detailed Position Description will be necessary.

[Return to form](#_New_Rate_of)

### New UROP Limit

Rule: Applies to faculty sponsored UROPs only.

### Average Hours per Week

Combined hours for all jobs must be within [MIT guidelines](http://kb.mit.edu/confluence/pages/viewpage.action?pageId=108920834#CreatingAppointments-StudentHourlyAppointments%2CSAPweb-PlannedHours) to avoid errors/ ODGE approval.

[Return to form](#_New_Planned_Hours)

**Customizing this Form**

You can customize this form for your specific area after saving it locally. For instance, you can edit the header to include the name of your department, lab or center. You can also delete table rows, such as Time Group, if there is only one hourly-paid student Time Group, or leave the row and prefill the value. You could also include a pay rate table for your area under the Rate of Pay rules on the back of the form. For tips on customizing Word forms go to http://lynda.mit.edu/.