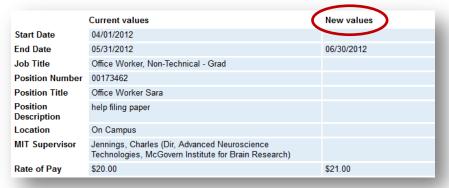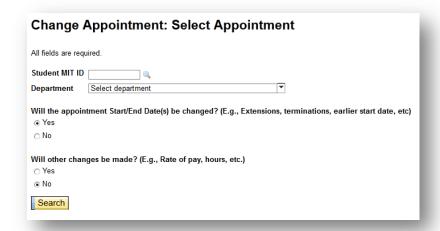# QUICK REFERENCE: CHANGING OR CANCELLING APPOINTMENTS

CHANGING AN APPOINTMENT

1. From the *Student Workers* tab in SAPweb, select **Changes (Extend, Terminate, Rate, Hours…).**

2. On the *Select Appointment* page (right), enter or search for the **Student's MIT ID**. If you have authorizations in more than one department, select the desired department. Otherwise, the Department will default. Below the department, answer the two questions about what information you need to change on this appointment.

3. Click **Search**. The student's name will appear below the Search button, with his/her identifying information (shown below). Below that will be a list of the student's current appointment(s). Select the appointment you need to change by clicking on its title.

4. If you indicated on the first page that you are not changing start or end dates, skip to #5.
   On the *Dates* page, enter the new dates as needed. If you indicated on the first page that you are changing dates and making other changes, click **Continue** to go to #5.
   If you indicated on the first page that you are changing dates only, enter any comments if desired, click **Continue** and skip to #6.

5. On the *Details* page, enter any new appointment values (hours, rate of pay) as needed, and comments if desired. Click **Continue.**

6. If you have entered any information that generates a warning or error, you will see it now. Conditions that require an approval (from SFS or ODGE) will be indicated here as well. Depending on the message, you may wish to go back to the form to adjust what you have entered. Click **Continue** or **Go Back to Form** as needed.

7. Once any errors or warnings are cleared, you will be brought to the *Review* page, where you can check over all of the information one final time before submitting the transaction. Any values you changed will be shown in the **New** Values column (see below). Information staying the same will not show a new value. If you need to go back to correct any field, use the **Go Back** link in the upper left corner. Otherwise, click **Submit.**

8. The *Confirmation* page will display your transaction number. You will receive an email confirmation when the transaction has been successfully processed in SAP. You will also receive an email if errors were encountered while processing the appointment.

Change Appointment: Select Appointment

All fields are required.

Student MIT ID [_____] 🔍
Department [Select department ▼]

Will the appointment Start/End Date(s) be changed? (E.g., Extensions, terminations, earlier start date, etc)
◉ Yes
○ No

Will other changes be made? (E.g., Rate of pay, hours, etc.)
○ Yes
◉ No

[Search]

	Current values	New values
Start Date	04/01/2012	
End Date	05/31/2012	06/30/2012
Job Title	Office Worker, Non-Technical - Grad	
Position Number	00173462	
Position Title	Office Worker Sara	
Position Description	help filing paper	
Location	On Campus	
MIT Supervisor	Jennings, Charles (Dir, Advanced Neuroscience Technologies, McGovern Institute for Brain Research)	
Rate of Pay	$20.00	$21.00

CANCELLING AN APPOINTMENT

1. From the *Student Workers* tab in SAPweb, select **Cancel Appointment.**

2. On the *Select Appointment* page, enter or search for the **Student's MIT ID**. If you have authorizations in more than one department, select the desired department. Otherwise, the Department will default.

3. Click **Search**. The student's name will appear below the Search button, with his/her identifying information. Below that will be a list of the student's current appointments that can be cancelled. Note: Appointments with approved time cannot be cancelled and therefore will not be displayed. Select the appointment you wish to cancel by clicking on its title.

4. You will be brought to the *Details* page, which will show you the details of the appointment that you are about to cancel. Enter a comment if desired. Click **Continue**.

5. You will be brought to the *Review* page, where you can check over all of the information one final time before submitting the transaction. There will be a "New Values" column, which will contain a new **End Date** for the appointment. If you wish to go back to add comments, use the **Go Back** link in the upper left corner. Otherwise, click **Submit.**

6. The *Confirmation* page will display your transaction number. You will also receive an email confirmation when the transaction has been successfully processed in SAP.