



QUICK REFERENCE: CREATING APPOINTMENTS

UROP – An hourly-paid appointment for an undergraduate student to work on a research project that has been approved by the Undergraduate Research Opportunities Program (UROP) Office.

Non-UROP – An hourly-paid student appointment unrelated to an undergraduate research opportunity. Hourly-paid non-UROP appointments can be created for graduate students or undergraduate students

Working with the SHA applications: In the various pages and forms, fields that have a search/lookup option will display . Field help is indicated by . If you need more help with using any application or page, click the [Help](#) link in the upper right corner of any window.

CREATING A UROP APPOINTMENT

- From the *Student Workers* tab in SAPweb, select **Create UROP Appointment**.
- On the *Search for a UROP Project* page (right), enter the **Student's MIT ID**. If you have authorizations in more than one department, select the desired department. Otherwise, the Department will default.
- Click **Search**. If there is only one matching UROP appointment, you will go directly to the Details screen. Otherwise, select the appropriate UROP project from the list provided to go to the Details page.
- On the *Details* page, most of the fields will be pre-filled, with both the student's information as well as the details of the approved UROP project. The fields that you may enter or edit are:
 - Start and End dates (must be within the boundaries of the term start/end dates)
 - Position Title
 - Position Description
 - Location
 - Cost distribution (faculty funded projects only)
 - Planned Hours per Week
 - Time Group
 - Comments (optional)
 - CC Addresses (optional)
- When finished entering or editing the details of the appointment, click **Continue**.
 - If you have entered any information that generates a warning or error, you will see it now. Depending on the message, you may need to go back to the form to adjust what you have entered.
- You will be brought to the *Review* page, where you can check over all of the information one final time before submitting. If you need to go back to correct any field, use the **Go Back** link in the upper left corner. Otherwise, click **Submit**.
- The *Confirmation* page (below) will display your transaction number. You will also receive an email confirmation when the transaction has been successfully processed in SAP.

Search for a UROP Project

All fields are required unless marked otherwise.

Student MIT ID

Department

Create UROP Appointment: Confirmation: Transaction #600012535

- You have submitted and saved transaction #600012535.
- You will receive an email when the request has been successfully processed in SAP.

CREATING A NON-UROP APPOINTMENT

- From the *Student Workers* tab in SAPweb, select **Create Non UROP Appointment**.
- On the *Create Appointment* page, enter the **Student's MIT ID**, a **Start** and **End Date** for the appointment, and if you have authorizations in more than one department, select the **Department**.
- Click **Continue**.
- The *Details* screen will display known student information (read-only). The fields you need to enter are:
 - Job Title (dropdown list is filtered by type of student)
 - Position Title
 - Position Description
 - Location
 - MIT Supervisor
 - Other Supervisor (optional)
 - Rate of Pay
 - Planned Hours per Week
 - Time Group (select from dropdown)
 - Cost distribution information (to enter more than one cost objects, click the **Add Cost Object** button)
 - Comments (optional)
 - CC Addresses (optional)
- When finished entering or editing the details, click **Continue**.
 - If you have entered any information that generates a warning or error, you will see it now. Depending on the message, you may need to go back to the form to adjust what you have entered.
- You will be brought to the *Review* page, where you can check over all of the information one final time before submitting. If you need to go back to correct any field, use the **Go Back** link in the upper left corner. Otherwise, click **Submit**.
- The *Confirmation* page (below) will display your transaction number. You will also receive an email confirmation when the transaction has been successfully processed in SAP.

Create Appointment

All fields are required.

Student MIT ID

Start Date mm/dd/yyyy

End Date mm/dd/yyyy

Department

Continue

All fields are required unless marked otherwise.

Enter position details

Job Title

Position Title

Position Description

Location On Campus Off Campus

MIT Supervisor

Other Supervisor (optional)

Enter pay details

Rate of Pay \$

Planned Hours per Week

Time Group

Enter cost distribution

Cost object distribution must equal 100%

Cost Object	Percent
<input type="text"/>	100.00 %

Add Cost Object

Enter comments (optional)

Send notifications

Notification To

CC Addresses (optional)

Continue

Create Appointment: Confirmation: Transaction #600012536

- You have submitted and saved transaction #600012536.
- You will receive an email when the request has been successfully processed in SAP.