

WMU Forms Forum



November 2011

Appointment Dates for Spring 2012

Please submit the forms listed below via the
PSHR Electronic Workflow System -
Temp Faculty/Staff Appt Form
NOTE: Questions regarding PIO should be
directed to Academic Collective Bargaining

Spring - Part-Time Instructors - PIO & Non PIO

Start Submitting Forms: 10/31/2011
Appointment Begin Date: 12/26/2011
Appointment End Date: 05/03/2012

FORMS DUE TO HR NO LATER THAN: 12/09/2011

First Spring Pay Date: 01/17/2012

Instructor Type	Grade	Non Benf Elig*	Benefit Elig**
PIO Continuing, Senior Status	PT5	F77	F35
PIO Non Continuing, Senior Status	PT4	F82	F36
PIO Continuing, Non Senior Status	PT3	F87	F37
PIO Non Continuing, Non Senior Status	PT2	F92	F38
NON-PIO Status	PT1	F21	F39

* If the employee holds **only** temporary positions, then please use the NON-Benefits Eligible appointment code.

** If the employee **holds a Benefits Eligible** position in addition to the Part-time Instructor appointment, then please use the Benefits Eligible appointment code.

Please submit the forms listed below
via the PSHR Electronic Workflow
System -
Graduate Appointment Form

Spring - Graduate Assistants

Start Submitting Forms: 10/31/2011
Appointment Begin Date: 01/09/2012
Appointment End Date: 05/01/2012

**FORMS DUE TO GRAD COLLEGE FOR
REVIEW NO LATER THAN: 11/18/2011**

**FORMS DUE TO HR FOR ENTRY NO LATER
THAN: 01/03/2012**

First Spring Pay Date: 01/31/2012

! See the GA SPRING 2012 Forms Forum for
information on NEW graduate categories &
appointment codes !

I-9 Completion for New Employees

Appointment Forms for NEW HIRES must
be to HR 5 days prior to the employee's
begin date in order for the employee to
access the online Self Service I-9 page

Section 1:

- Must be completed by the employee on or before the first day of employment.

Section 2:

- **No later than the third day of employment:** the employee must bring original, unexpired documents to Human Resources for verification.

For more information on the Form I-9, please
visit the HR Web site at:

www.wmich.edu/hr/form-i-9.html

Spring - AAUP Faculty Additional Appointments

Start Submitting Forms: 10/31/2011
Appointment Begin Date: 12/26/2011
Appointment End Date: 04/29/2012

FORMS DUE TO HR NO LATER THAN: 12/09/2012

First Spring Pay Date: 01/17/2012