

Appointment Dates for Spring 2010

Please submit the forms listed below via the
PSHR Electronic Workflow System

SPRING 2010 – Part-Time Instructors/Adjuncts

Start Submitting Forms: 11/02/2009
Appointment Begin Date: 01/11/2010
Appointment End Date: 05/04/2010

AUTHORIZED FORMS DUE TO HR BY: 1/19/2010

APPOINTMENT CODES for Spring 2010

- **NON-BENEFITS ELIGIBLE Faculty**
 - Part-time Instructor = F21
 - Adjunct = F02
- **BENEFITS ELIGIBLE STAFF teaching**
 - Staff Part-Time Instr Appt = F71

SPRING 2010 – AAUP Faculty

Start Submitting Forms: 11/02/2009
Appointment Begin Date: 12/14/2009
Appointment End Date: 04/18/2010

AUTHORIZED FORMS DUE TO HR BY: 12/18/2009

APPOINTMENT CODES for Spring 2010

- Additional Faculty Appointment = F31
- Faculty Overload Appointment = F41

Additional Non-Instructional Appointment Code

- If the appointment dates fall within the Spring semester parameters, use F53
- If the appointment dates fall outside of the Spring semester parameters, use F51

SPRING 2010 - GRADUATE ASSISTANTS

**Do NOT submit Spring 2010
GA appointments at this time.**

GA Appointment forms will be
available through the PSHR Electronic
Workflow system in December 2009.

**To submit late Fall 2009 GA
appointments, please contact HR.**



I-9 Completion for New Employees

Section 1:

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

Section 2:

- **Must be completed within 3 business days of the first day of employment.**
- Attach copies of documents used for verification.
- Complete the Hire Date in the Certification section!
- Must include the complete business name and address, and name and title of person completing the form.
- You may send the employee to HR to complete the Form I-9.

For more information on how to complete a
Form I-9, please visit the HR Web site at:
www.wmich.edu/hr/i-9form.html