

**Notes**  
**Budget Specialists Meeting**  
**January 13, 2009**  
**Rooms 1354 and 1421, Ellsworth Hall**

**Present for Demonstration:** Roger Arndt, Tanya Bellamy, Billie Blake, Regina Buckner, Michele Cole, Linda Comrie, Susan Corak, Nancy Cretsinger, Christen Crowley, Laura Decker, Doralee DeRyke, Elena Gaudio, Kristin Lagerquist, Rena Lynema, Sue Nap, Joyce Parsons, Marilyn Rowe, Yvonne Rumery, Julie Scrivener, Kitty Scheffers, Darshana Shah, Samer Shammass, Terri Simmons, Sandy Stephens and PatrickVail

1. Room 1354, Ellsworth, 1:30-2:30 p.m. - Nancy Cretsinger presented a hands-on demonstration on PSHR Reports.

**Present for Business Meeting:** Roger Arndt, Ranya Bellamy, Regina Buckner, Michele Cole, Nancy Cretsinger, Laura Decker, Doralee DeRyke, Kristin Lagerquist, Sue Nap, Marilyn Rowe, Kitty Scheffers, Darshana Shah, Samer Shammass, Terri Simmons, Sandy Stephens and Patrick Vail

1. Accreditation review – Dr. Eileen Evans
  - Dr. Evans handed out The Criteria for Accreditation and a bookmark listing the criteria statements and five core components.
  - WMU is regionally accredited every 10 years by The Higher Learning Commission, North Central Association of Colleges and Schools.
  - WMU’s review is October 18-20, 2010.
  - Steering committees are in place reviewing the five core components.
  - How does my position help to fulfill WMU’s mission?
2. Update on I-9’s – The Human Resource Department on January 12, 2009 sent out the following e-mail.

To: All University Executives, Deans, Chairs, Directors, Managers and Supervisors

From: Felicia Crawford, Director, Human Resources Services

Date: Jan. 12, 2009

Subject: Changes in Employment Eligibility Verification (Form I- 9)

The changes described below regard Form I- 9, the purpose of which is to verify an employee’s identity and eligibility to work in the United States.

**\*Employment Verification for New Employees\***

Beginning Jan. 20, 2009, all new and rehired employees (faculty, staff, temporary employees, graduate assistants and student employees) will

have the option of completing the Form I- 9 either in Human Resources, or in their department. Please note that Section 1 must be completed on or before the first day of work, and Section 2 must be completed on either the first, second or third day of work. An individual being re- hired or re- appointed will need to complete a new I- 9 if there has been a break in service that exceeds 3 years, or if there has been a change in his or her initial employment authorization. Authorizations that expire are I- 551, I- 766 and I- 94/A.

If the I- 9 is completed and verified in the department, it must then be either hand delivered or postal mailed to Human Resources as soon as possible. Human Resources will contact the department if the I- 9 is not received. As provided in the federal regulations surrounding employment verification, WMU may terminate a new appointment if an employee's Form I- 9 is not completed within three days of the date employment begins.

**\*Retrieval and Storage of Form I- 9s for New and Existing Employees\***

Beginning in February 2009, Human Resources will become the singular storage area for Form I- 9s for all new and existing employees. A representative from Human Resources will pick- up Form I- 9s from each department according to the schedule outlined below.

If you have I- 9s on file for employees who left your department, place those forms in a separate envelope marked "Separated/Transferred". Please have your departments' forms ready for pick- up by Human Resources staff during your assigned week below. Do not send I- 9s to Human Resources via campus mail.

Feb. 9- 13 - Departments reporting to the Office of the President

Feb. 16- 20 - Departments reporting to the vice president for advancement and legislative affairs, and the vice president for legal affairs and general counsel

Feb. 23- 27 - Departments reporting to the vice president for student affairs

March 16- 20 - Departments reporting to the vice president for business and finance and chief financial officer

March 23- 27 - Departments reporting to the Office of the Provost and Vice President for Academic Affairs

All employees hired after Nov. 6, 1986, should have a valid Form I- 9 in either the current department or the initial hiring department. Once all forms are collected and sorted, Human Resources will contact individuals for whom there is not a valid I- 9 on file.

**\*Updating/Re- verifying Form I- 9s for Existing Employees\***

When a document used to verify employment eligibility approaches expiration, a representative from Human Resources will contact the employee and his or her supervisor. The employee will be required to update the I- 9 in Human Resources. If the employee fails to comply, federal regulations may prevent the University from continuing that individual's employment.

Employment of persons not authorized to work in the United States is a violation of the Immigration Reform and Control Act and would subject the University to civil or criminal penalties.

Thank you in advance for ensuring the University's compliance. If you have questions regarding the I- 9 process, contact Human Resources at HR- [HRIS@wmich.edu](mailto:HRIS@wmich.edu) or (269) 387- 3620.

3. One-time salary savings – Nancy is currently working on. The Office of the Provost will continue with the 30/70 split.
4. Course fee reports end date – Making progress, but nothing final yet.
5. Faculty Administration – Nancy and Sue Timmer are making progress.
6. ATIS money can be forwarded next year - in the protected fund 11 department.
7. Colleges keep all LOA and sabbatical savings.

8. **2009 Meeting Dates**

February 11, 2009 – Meeting cancelled.

March 10, 2009 (Tu), 1:30-3:30 p.m., Rm 210, Bernhard Center – Large Group

April 14, 2009 (Tu), 1:30-3:30 p.m. – Hosted by the Haworth College of Business

May 12, 2009 (Tu), 1:30-3:30 p.m. – Hosted by the College of Aviation

June 9, 2009 (Tu), 11:30 a.m.-1:30 p.m. – Potluck hosted by the College of Engineering and Applied Sciences

Skipping July and August

September 15, 2009 (Tu), 1:30-3:30 p.m. – Rm 210, Bernhard Center – Large Group

October 20, 2009 (Tu), 1:30-3:30 p.m. – Hosted by Waldo Library

November 17, 2009 (Tu), 1:30-3:30 p.m. – Hosted by the College of Fine Arts

December 15, 2009 (Tu), 11:30 a.m.-1:30 p.m. – RSVP Potluck hosted by the College of Health and Human Services