Appointment Dates for Summer I 2018

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

Part-Time Instructors – PIO/Non-PIO
Start Submitting Forms: 03/08/2018
Appointment Begin Date: 05/01/2018
Appointment End Date: 6/30/2018
FORMS DUE TO HR BY: 04/12/2018
First Summer I Pay Date: 5/18/2018

<table>
<thead>
<tr>
<th>Instructor Type</th>
<th>Grade</th>
<th>Non Ben-Elig Code*</th>
<th>Benefit-Elig Code**</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIO Part Time Instructor I-3</td>
<td>PT3</td>
<td>F88</td>
<td>F47</td>
</tr>
<tr>
<td>PIO Part Time Instructor I-2</td>
<td>PT2</td>
<td>F93</td>
<td>F48</td>
</tr>
<tr>
<td>Non-PIO Part Time Instructor</td>
<td>PT1</td>
<td>F22</td>
<td>F49</td>
</tr>
<tr>
<td>Non-PIO Hourly Part Time Instr</td>
<td>PT1</td>
<td>N/A</td>
<td>FH2**</td>
</tr>
</tbody>
</table>

* If the employee holds only temporary positions, then use the Non benefits-eligible appointment code.
** If the benefits-eligible employee holds a Part-time Instructor appointment, use these codes:
Hourly benefits-eligible – use FH2
Salaried benefits-eligible – use F47/F48/F49 depending on status

AAUP Faculty Additional Appointments
Start Submitting Forms: 3/08/2018
Appointment Begin Date: 5/01/2018
Appointment End Date: 6/30/2018
FORMS DUE TO HR BY: 4/12/2018
First Summer I Pay Date: 5/18/2018
F32 = Additional Faculty Appt
F42 = Faculty Overload
F54 = Addl Faculty Non-Instructional
I07 = Faculty Specialist Additional Appt
I08 = Faculty Specialist Overload
I09 = Faculty Specialist Non-Instructional

Graduate Assistants
Start Submitting Forms: 3/08/2018
Appointment Begin Date: 5/06/2018
Appointment End Date: 7/02/2018
FORMS DUE TO GRAD COLLEGE FOR REVIEW NO LATER THAN: 04/09/2018
FORMS DUE TO HR NO LATER THAN: 4/29/2018
First Summer I Pay Date: 5/21/2018

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

Please submit the forms listed below via the PSHR Electronic Workflow System - Temp Faculty/Staff Appt Form

I-9 Completion for New Employees
Appointment Forms for NEW HIRES must be to HR five days prior to the employee’s begin date in order for the employee to complete the Form I-9 in Human Resources

- On or before the first day of employment, employees need to bring their original, unexpired documents to Human Resources for verification.
- For details about accepted documents, see the U.S. Citizenship and Immigration Services, Accepted Documents.

For more information on the Form I-9, please visit the HR Web site at:
http://www.wmich.edu/hr/formi9