Appointment Dates for Summer II 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: 5/04/2018
Appointment Begin Date: 7/01/2018
Appointment End Date: 8/31/2018

FORMS DUE TO HR BY: 6/21/2018
First Summer II Pay Date: 7/20/2018

<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>F85</td>
<td>F97</td>
</tr>
<tr>
<td>PIO Part Time Instructor I-2</td>
<td>PT2</td>
<td>F90</td>
<td>F98</td>
</tr>
<tr>
<td>Non-PIO Part Time Instructor</td>
<td>PT1</td>
<td>F23</td>
<td>F99</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 F97/F98/F99 depending on status

AAUP Faculty Additional Appointments

Start Submitting Forms: 5/04/2018
Appointment Begin Date: 7/01/2018
Appointment End Date: 8/31/2018

FORMS DUE TO HR BY: 6/21/2018
First Summer II Pay Date: 7/20/2018

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F33</td>
<td>Additional Faculty</td>
</tr>
<tr>
<td>F43</td>
<td>Faculty Overload</td>
</tr>
<tr>
<td>F55</td>
<td>Additional Faculty Non-Instructional</td>
</tr>
<tr>
<td>I12</td>
<td>Faculty Specialist Additional</td>
</tr>
<tr>
<td>I13</td>
<td>Faculty Specialist Overload</td>
</tr>
<tr>
<td>I14</td>
<td>Faculty Specialist Non-Instructional</td>
</tr>
</tbody>
</table>

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

Graduate Assistants

Start Submitting Forms: 5/08/2018
Appointment Begin Date: 6/18/2018
Appointment End Date: 8/12/2018

FORMS DUE TO GRAD COLLEGE FOR REVIEW NO LATER THAN: 5/25/2018
First Summer II Pay Date: 7/10/2018

See the GA Summer II 2018 Forms Forum for detail information on graduate appointment codes and the Graduate Appointment Form Requirement for the correct acronym for the letter of location.

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, visit the HR Web site at:
http://www.wmich.edu/hr/formi9