PART-TIME INSTRUCTORS – PIO/ NON-PIO

Start Submitting Forms: 7/11/2018
Appointment Begin Date: 8/15/2018
Appointment End Date: 12/31/2018

FORMS DUE TO HR BY: 8/6/18
First Fall Pay Date: 9/5/2018

<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 II</td>
<td>PT3</td>
<td>F86</td>
<td>F17</td>
</tr>
<tr>
<td>PIO Part Time Instructor I</td>
<td>PT2</td>
<td>F91</td>
<td>F16</td>
</tr>
<tr>
<td>Non-PIO Part Time Instructor</td>
<td>PT1</td>
<td>F20</td>
<td>F15</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 F17/F16/F15 depending on status

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

Please contact the Graduate College for further instructions if you are hiring a graduate assistant on two separate ½ appointments.

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