Appointment Dates for Spring 2019

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

**NOTE:** Questions regarding PIO status should be directed to Academic Collective Bargaining.

### Part-Time Instructors - PIO/Non-PIO

- **Start Submitting Forms:** 11/1/2018
- **Appointment Begin Date:** 1/01/2019
- **Appointment End Date:** 5/14/2019

**FORMS DUE TO HR BY:** 12/10/2018

- **First Spring Pay Date:** 01/18/19

<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>F87</td>
<td>F37</td>
</tr>
<tr>
<td>PIO Part Time Instructor I</td>
<td>PT2</td>
<td>F92</td>
<td>F38</td>
</tr>
<tr>
<td>Non-PIO Part Time Instructor</td>
<td>PT1</td>
<td>F21</td>
<td>F39</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 F37/F38/F39 depending on status

### AAUP Faculty Additional Appointments

- **Start Submitting Forms:** 11/1/2018
- **Appointment Begin Date:** 1/01/2019
- **Appointment End Date:** 5/14/2019

**FORMS DUE TO HR BY:** 12/03/2018

- **First Spring Pay Date:** 01/18/19

  - F31 = Additional Faculty Appt
  - F41 = Faculty Overload
  - F53 = Faculty Non-Instructional
  - I04 = Faculty Specialist Additional Appt
  - I05 = Faculty Specialist Overload
  - I06 = Faculty Specialist Non-Instructional

### Graduate Assistants

- **Start Submitting Forms:** 11/1/2018
- **Appointment Begin Date:** 12/31/2018
- **Appointment End Date:** 4/21/2019

**FORMS DUE TO GRAD COLLEGE FOR REVIEW NO LATER THAN:** 11/26/2018

- **HR Forms cutoff for Payroll and any AY changes:** 12/10/2018

  - **First Spring Pay Date:** 01/22/19

  See the GA Spring 2019 Forms Forum for detail information on graduate appointment codes.

### I-9 Completion for New Employees

Appointment Forms for NEW HIRES must be to HR 5 days prior to the employee's begin date in order for the employee to access the online Self Service I-9 page.

**Section 1:**
- Must be completed by the employee on or before the first day of employment.

**Section 2:**
- No later than the third day of employment: the employee must bring original, unexpired documents to Human Resources for verification.

For more information on the Form I-9, please visit the HR Web site at: [www.wmich.edu/hr/form-i-9.html](http://www.wmich.edu/hr/form-i-9.html)