Appointment Dates for Summer I 2019

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: 03/06/2019
Appointment Begin Date: 05/01/2019
Appointment End Date: 06/30/2019
FORMS DUE TO HR BY: 04/12/2019
First Summer I Pay Date: 05/20/2019

<table>
<thead>
<tr>
<th>Instructor Type</th>
<th>Grade</th>
<th>Non Benefit 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 Instructor</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

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

Graduate Assistants
Start Submitting Forms: 03/06/2019
Appointment Begin Date: 05/06/2013
Appointment End Date: 07/02/2013
FORMS DUE TO GRAD COLLEGE FOR REVIEW NO LATER THAN: 04/09/2013
FORMS DUE TO HR BY: 04/29/2013
First Summer I Pay Date: 05/14/2013

HR Forms cutoff for Payroll: 04/12/19
First Summer I Pay Date: 05/20/2019

See the GA Summer I 2019 Forms Forum for detailed information on GA 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, please visit the HR Web site at: http://www.wmich.edu/hr/formi9