Appointment Dates for Summer II 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: 5/06/2019
Appointment Begin Date: 7/01/2019
Appointment End Date: 8/31/2019
FORMS DUE TO HR BY: 6/21/2019
First Summer II Pay Date: 7/19/2019

<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: 5/06/2019
Appointment Begin Date: 7/01/2019
Appointment End Date: 8/31/2019
FORMS DUE TO HR BY: 6/21/2019
First Summer II Pay Date: 7/19/2019

F33 = Additional Faculty
F43 = Faculty Overload
F55 = Additional Faculty Non-Instructional
I12 = Faculty Specialist Additional
I13 = Faculty Specialist Overload
I14 = Faculty Specialist Non-Instructional

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

Graduate Assistants
Start Submitting Forms: 5/06/2019
Appointment Begin Date: 6/17/2019
Appointment End Date: 8/11/2019
FORMS DUE TO GRAD COLLEGE FOR REVIEW NO LATER THAN: 5/31/2019
First Summer II Pay Date: 7/09/2019

HR Forms cutoff for Payroll: 06/14/2019
First Summer II Pay Date: 7/09/2019

See the GA Summer II 2019 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