Appointment Dates for Spring 2020

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: 11/01/2019
Appointment Begin Date: 01/01/2020
Appointment End Date: 05/14/2020

FORMS DUE TO HR BY: 12/10/2019

First Spring Pay Date: 01/17/2020

<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

Graduate Assistants

Start Submitting Forms: 11/01/2019
Appointment Begin Date: 12/30/2019
Appointment End Date: 04/19/2020

FORMS DUE TO GRAD COLLEGE FOR REVIEW NO LATER THAN: 11/27/2019

First Spring Pay Date: 01/21/2020

HR Forms cutoff for Payroll and any AY changes: 12/10/2019

See the GA Spring 2020 Forms Forum for detailed information on graduate appointment codes

AAUP Faculty Additional Appointments

Start Submitting Forms: 11/01/2019
Appointment Begin Date: 01/01/2020
Appointment End Date: 05/14/2020

FORMS DUE TO HR BY: 12/10/2019

First Spring Pay Date: 01/17/2020

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

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