

# WMU Forms Forum



May 2023

## Appointment Dates for Summer II 2023

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

Temp Faculty/Staff Appt Form

NOTE: Questions regarding PIO status can be directed to Academic Collective Bargaining

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

Start Submitting Forms: 5/01/2023

Appointment Begin Date: 7/01/2023

Appointment End Date: 8/31/2023

**FORMS DUE TO HR BY: 6/09/2023**

First Summer II Pay Date: 7/20/2023

Instructor Type	Grade	Non Ben-Elig Code*	Benefit- Elig Code**
PIO Part Time Instructor I-3	PT3	F85	F97
PIO Part Time Instructor I-2	PT2	F90	F98
Non-PIO Part Time Instructor	PT1	F23	F99
Non-PIO Hourly Part Time Instr	PT1	N/A	FH2**

\* 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: 5/01/2023

Appointment Begin Date: 7/01/2023

Appointment End Date: 8/31/2023

**FORMS DUE TO HR BY: 6/09/2023**

First Summer II Pay Date: 7/20/2023

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 Appointment Form

### Graduate Assistants

Start Submitting Forms: 5/01/2023

Appointment Begin Date: 6/26/2023

Appointment End Date: 8/20/2023

**FORMS DUE TO GRAD COLLEGE FOR REVIEW NO LATER THAN: 5/26/2023**

HR Forms cutoff for Payroll: 6/09/2023

First Summer II Pay Date: 7/18/2023

See the GA Summer II 2023 Forms Forum for detailed 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 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)