

WMU Forms Forum



July 2023

Appointment Dates for Fall 2023

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: 7/17/2023
Appointment Begin Date: 8/15/2023
Appointment End Date: 12/31/2023
FORMS DUE TO HR BY: 8/4/2023
First Fall Pay Date: 9/05/2023

Instructor Type	Grade	Non Ben-Elig Code*	Benefit-Elig Code**
PIO Part Time Instructor I-3	PT3	F86	F17
PIO Part Time Instructor I-2	PT2	F91	F16
Non-PIO Part Time Instructor	PT1	F20	F15
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 F17/F16/F15 depending on status

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

Start Submitting Forms: 7/17/2023

Fall Appointment Begin Date: 8/21/2023
Fall Appointment End Date: 12/24/2023

AY Appointment Begin Date: 8/21/2023
AY Appointment End Date: 04/28/2024

FORMS DUE TO GRAD COLLEGE NO LATER THAN: 8/4/2023

HR Forms cutoff for Payroll: 8/17/23

First Fall Pay Date: 9/12/23

Please contact the Graduate College for further instructions if you are hiring a graduate assistant on two separate ½ appointments.

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

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, visit the HR Web site at:

<http://www.wmich.edu/hr/formi9>

AAUP Faculty Additional Appointments

Start Submitting Forms: 7/17/2023
Appointment Begin Date: 8/15/2023
Appointment End Date: 12/31/2023

FORMS DUE TO HR BY: 8/4/2023

First Fall Pay Date: 9/05/2023

F30 = Additional Faculty
F40 = Faculty Overload
F52 = Additional Faculty Non-Instructional
I01 = Faculty Specialist Additional
I02 = Faculty Specialist Overload
I03 = Faculty Specialist Non-Instructional