

WMU Forms Forum



October 2023

Appointment Dates for Spring 2024

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 Labor Relations**

Part-Time Instructors – PIO/Non-PIO

Start Submitting Forms: 11/01/2023

Appointment Begin Date: 01/01/2024
Appointment End Date: 05/14/2024

FORMS DUE TO HR BY: 12/07/2023

First Spring Pay Date: 01/19/2024

Instructor Type	Grade	Non Ben-Elig Code*	Benefit- Elig Code**
PIO Part Time Instructor I-3	PT3	F87	F37
PIO Part Time Instructor I-2	PT2	F92	F38
Non-PIO Part Time Instructor	PT1	F21	F39
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 **F37/F38/F39** depending on status

AAUP Faculty Additional Appointments

Start Submitting Forms: 11/01/2023

Appointment Begin Date: 01/01/2024
Appointment End Date: 05/14/2024

FORMS DUE TO HR BY: 12/07/2023

First Spring Pay Date: 01/19/2024

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

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

Graduate Assistants

Start Submitting Forms: 11/01/2023

Appointment Begin Date: 12/25/2023
Appointment End Date: 04/28/2024

**FORMS DUE TO GRAD COLLEGE FOR
REVIEW NO LATER THAN: 11/22/2023**

**HR Forms cutoff for Payroll and any AY
changes: 12/07/2023**

First Spring Pay Date: 01/16/2024

**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 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