Academic Affairs Policy
Processing Temporary Appointment Forms
GA/DA Appointment Forms
Hourly Student Appointment Forms

Temporary appointment forms are processed to hire and pay non-benefits-eligible employees of the university. Temporary appointment forms are also used to pay benefit-eligible faculty and staff for work performed above and beyond normal job responsibilities.

Graduate appointment forms are processed to hire and pay graduate students working as graduate assistants and doctoral associates. Hourly student appointment forms are processed to hire and pay graduate and undergraduate students who perform work for the university and are paid on an hourly basis.

All of the appointment forms are processed via electronic workflow on the university PeopleSoft (PSHR) system. For further information, you may access the PSHR electronic workflow user guides at: http://www.wmich.edu/hr/reporting.html . To process an appointment, follow the instructions noted in the PSHR General User Guide.

Timely submission of appointments is required to maintain compliance with current labor laws. Accurate dates documenting the time period work is performed must be used as the effective dates when submitting the appointment. All appointments are to be processed before the employee begins the work associated with the appointment, or as soon as possible thereafter, but no later than the next business day following the start of work. Appointments within Academic Affairs which are not processed within this timeframe will require the personal review and sign-off of the appropriate dean, associate provost or vice provost.

All new employees in Academic Affairs must complete a personal data sheet on or before the first day of work. You may access this form at:
http://www.wmich.edu/hr/forms.html

Continuing employees or employees re-hired after a break in service are individually responsible for updating personal information via Self-Service in the PHSR system. Failure to do so may subject the appointment to termination.