# WMU Forms Forum

May 2025

## Appointment Dates for Summer II 2025

**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: 5/01/2025

Appointment Begin Date: 7/01/2025
Appointment End Date: 8/31/2025

**FORMS DUE TO HR BY: 6/06/2025**

First Summer II Pay Date: 7/18/2025

| 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 Instructor | PT1 | N/A | FH2** |

* If the employee holds **only** temporary positions, then use the Non benefits-eligible appointment code.
** If the b**enefits-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: 5/01/2025

Appointment Begin Date: 7/01/2025
Appointment End Date: 8/31/2025

**FORMS DUE TO HR BY: 6/06/2025**

First Summer II Pay Date: 7/18/2025

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 Assistants

Start Submitting Forms: 5/01/2025

Appointment Begin Date: 6/23/2025
Appointment End Date: 8/17/2025

**FORMS DUE TO GRAD COLLEGE FOR REVIEW NO LATER THAN: 5/23/2025**

HR Forms cutoff for Payroll: 6/06/2025

First Summer II Pay Date: 7/15/2025

See the GA Summer II 2025 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: https://wmich.edu/hr/formi9