

WMU Forms Forum



July 2025

Appointment Dates for Fall 2025

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: 7/01/2025

Appointment Begin Date: 8/15/2025

Appointment End Date: 12/31/2025

FORMS DUE TO HR BY: 8/1/2025

First Fall Pay Date: 9/05/2025

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: 7/01/2025

Fall Appointment Begin Date: 8/18/2025

Fall Appointment End Date: 12/21/2025

AY Appointment Begin Date: 8/18/2025

AY Appointment End Date: 05/10/2026

**FORMS DUE TO GRAD COLLEGE NO LATER
THAN: 8/1/2025**

HR Forms cutoff for Payroll: 8/8/25

First Fall Pay Date: 9/9/25

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: 7/01/2025

Appointment Begin Date: 8/15/2025

Appointment End Date: 12/31/2025

FORMS DUE TO HR BY: 8/1/2025

First Fall Pay Date: 9/05/2025

F30 = Additional Faculty

F40 = Faculty Overload

F52 = Additional Faculty Non-Instructional

I01 = Faculty Specialist Additional

I02 = Faculty Specialist Overload

I03 = Faculty Specialist Non-Instructional