

WMU Forms Forum



October 2025

Appointment Dates for Spring 2026

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**

Professional Instructors – PIO/Non-PIO

Start Submitting Forms: 11/01/2025

Appointment Begin Date: 01/01/2026
Appointment End Date: 05/14/2026

FORMS DUE TO HR BY: 12/05/2025

First Spring Pay Date: 01/20/2026

Instructor Type	Grade	Non Ben- Elig Code*	Benefit- Elig Code**
PIO Professional Instructor II	PT3	F87	F37
PIO Professional Instructor I	PT2	F92	F38
Non-PIO Professional 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** Professional 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: 11/01/2025

Appointment Begin Date: 01/01/2026
Appointment End Date: 05/14/2026

FORMS DUE TO HR BY: 12/05/2025

First Spring Pay Date: 01/20/2026

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: 11/01/2025

Appointment Begin Date: 01/05/2026
Appointment End Date: 05/10/2026
AY Appointment Change Date: 01/05/2026
AY Appointment End Date: 12/29/2025

**FORMS DUE TO GRAD COLLEGE FOR
REVIEW NO LATER THAN: 12/1/2025**

**HR Forms cutoff for Payroll and AY changes:
12/05/2025**

First Spring Pay Date: 01/27/2026

**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:

<https://wmich.edu/hr/formi9>