

WMU Forms Forum



FEBRUARY 2026

Appointment Dates for Summer I 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 Collective Bargaining

Part-Time Instructors – PIO/Non-PIO

Start Submitting Forms: 03/02/2026

Appointment Begin Date: 05/01/2026

Appointment End Date: 06/30/2026

FORMS DUE TO HR BY: 04/17/2026

First Summer I Pay Date: 05/20/2026

Instructor Type	Grade	Non Ben-Elig Code*	Benefit- Elig Code**
PIO Part Time Instructor I-3	PT3	F88	F47
PIO Part Time Instructor I-2	PT2	F93	F48
Non-PIO Part Time Instructor	PT1	F22	F49
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 **F47/F48/F49** depending on status

AAUP Faculty Additional Appointments

Start Submitting Forms: 03/02/2026

Appointment Begin Date: 05/01/2026

Appointment End Date: 06/30/2026

FORMS DUE TO HR BY: 04/17/2026

First Summer I Pay Date: 05/20/2026

F32 = Additional Faculty Appt

F42 = Faculty Overload

F54 = Addl Faculty Non-Instructional

107 = Faculty Specialist Additional Appt

108 = Faculty Specialist Overload

109 = Faculty Specialist Non-Instructional

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

Graduate Appointment Form

Graduate Assistants

Start Submitting Forms: 03/02/2026

Appointment Begin Date: 05/11/2026

Appointment End Date: 07/05/2026

FORMS DUE TO GRAD COLLEGE FOR REVIEW NO LATER THAN: 04/17/2026

FORMS DUE TO HR BY: 04/27/2026

First Summer I Pay Date: 06/02/2026

See the GA Summer I 2026 Forms Forum for detailed information on GA 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>