

FORMS - Quick Reference Guide

Form Type	Purpose	Office	Contact
Appeal Form	Used to appeal an SCS position evaluation	Human Resources	HR Web Site http://www.wmich.edu/hr/forms.html
Application (Employment) / Internal Transfer App Form	Used to apply for a position at WMU (internal or external) - must use the PAdmin OAS	Human Resources	HR Web Site www.wmich.edu/hr/careers-at-wmu.html
Appointment Form	Used to place a person in a new position (New Hire, Promotion, Transfer, and Demotion actions)	Human Resources	387-3620 Form must be requested
Disclosure & Consent Form for Consumers Rpt	Used for conducting background checks of new hires	Human Resources	387-3620 or HR Rep
Employee Home Address Privacy Request	Used to delete employee home information from the Fac/Staff Directory	Human Resources	HR Web Site www.wmich.edu/hr/forms.html
Employee Name and/or Address Change form	Used to change personal name & home or campus address	Human Resources	HR Web Site www.wmich.edu/hr/forms.html
Employee Personal Data (EPD) Form	Used to change personal / demographic information	Human Resources	387-3620 Form must be requested
FMLA Time Report	Used as a timesheet to record hours for employees who are on FMLA	Human Resources	HR Web Site www.wmich.edu/hr/forms.html
I-9 Form	Required form for new hires showing legal right to work	Human Resources	HR Web Site www.wmich.edu/hr/forms.html
Incidental Pay Form	Used to compensate a person for non-hours related payments	Human Resources	Must be completed via the PeopleSoft Online Workflow system
Job Profile Questionnaire (JPQ)	Used to create a new or rewrite an SCS position	Human Resources	HR Web Site www.wmich.edu/hr/forms.html
Jury Duty Forms	Used when an employee has completed jury duty	Human Resources	HR Web Site www.wmich.edu/hr/forms.html

FORMS - Quick Reference Guide

Form Type	Purpose	Office	Contact
Leave of Absence Form	Used for requesting non-FMLA leaves	Human Resources	HR Web Site www.wmich.edu/hr/forms.html
Performance Management Form	Used to record employees' annual performance	Human Resources	HR Web Site www.wmich.edu/hr/forms.html
Position Activity Record (PAR)	Used to record of applicants for a specific position	Human Resources	Form is part of the OAS electronic system
Position Authorization	Used for Position Replacement, Position Changes, New Position Creation	Office of University Budgets	387-4275 Form must be requested
Probationary Report - SCS Prob Rpt - AFSCME	Used to document employees' performance while on probation	Human Resources	HR Web Site www.wmich.edu/hr/forms.html
Student Employment Forms	Used to hire a WMU student to a student position	Human Resources	HR Web Site http://www.wmich.edu/hr/se-online.html
Temporary Appointment Form	Used to appoint employees to a Temporary position	Human Resources	Must be completed via the PeopleSoft Online Workflow system
Transaction Form	Used to effect an employee status change (Pay Change, Leave of Absences, Separation, Appointment Extension)	Human Resources	387-3620 e-mail HR-HRIS@wmich.edu
Tuition Remission	Used to apply for tuition reduction for spouse/dependants	Human Resources	HR Web Site www.wmich.edu/hr/forms.html
Utilization Analysis	Used to analyze (under) utilization of protected classes (for filling a vacant position)	Office of Institutional Equity	387-6316
W-4 Form / W-2 Form	Required form for tax purposes	Payroll Office	387-2935