



Classified/Operational to Professional Checklist

Agency	Banner ID	Date
W&M	Last, First Name	Middle
VIMS		
Retirement		
Virginia Retirement System (VRS)		
	VRS 65 Form – Election of Retirement Plan	
Optional Retirement Plan (ORP)		
	VRS 65 Form – Election of Retirement Plan. After the first pay period has processed, log into Retirement@Work to elect investment funds.	
Disability		
Complete, Sign and Return the appropriate form based on your decision		
	VSDP 2 Form - College and University Opt Out of VSDP only for VRS elections	
	Election to Remain in VSDP Form	
This form must be received within 60 days of your hire date in your Professional position.		
Employee's Signature		Date
HR Only		