



University Human Resources System Enrollment Form

On February 25, 2016, William & Mary extended the University HR System open enrollment period indefinitely to give classified employees the opportunity to elect to become employees in the university system at any time. Classified employees wishing to convert may submit a form at any time, and the election will become effective at the beginning of the next available pay period.

If you wish to participate in the University HR System, please check below, sign, and return the form (askHR@wm.edu).

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- I elect to participate in the University Human Resources System as a university employee. I understand that my election is irrevocable and that I cannot return to the rank of a classified employee as long as I remain an employee of the university.

Name: _____ Banner ID: _____
(please print)

Signature: _____ Date: _____

For University Human Resources Use Only:

Date Received: _____

Payroll Effective Date: _____

University Human Resources Signature: _____