College of William and Mary University Human Resources System Enrollment Form

Beginning February 25, 2016, the University is implementing a rolling open enrollment process to give classified employees a continuing opportunity to elect to become Operational employees in the University system. Beginning in 2016, classified employees wishing to convert may now do so during any pay period, with effective dates as detailed on the Enrollment Calendar. Employees must enroll in the University system by May 9th of each year to be eligible to receive a University merit based salary increase for that year.

If you wish to participate in the University Human Resources System as an Operational employee, please check below, sign, and return this form to the Office of Human Resources.

☐ I elect to participate in the University Human Resources System as an Operational 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 College.

Name:_______________________________________________________Banner ID:__________________

(please print)

Signature:____________________________________________________Date:______________________

For Human Resources Use Only:

Date Received:___________________

Effective Date:___________________

Human Resource Signature:_____________________________________________________________