



WILLIAM & MARY  
CHARTERED 1693

**University Human Resources System Enrollment Form**

On February 25, 2016, the University 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 now 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 Human Resources System, please check the icon below, sign, and return this form to the Office of Human Resources by campus mail, the drop box in front of the building, or via email to [askHR@wm.edu](mailto: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 College.

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Human Resources Use Only:**

Date Received: \_\_\_\_\_

Payroll Effective Date: \_\_\_\_\_

Human Resource Signature: \_\_\_\_\_