

EMPLOYEE REQUEST FOR ACCESS TO PERSONNEL FILE**Employee Information**

Employee Name: _____ Date of Request: _____

Employee ID: _____

Employment Status: ☐ Limited
☐ Career
☐ ContractUC policy allows access and copies of a personnel file by current employees only. All other record requests fall within operational purview of [Information Practices](#) for processing: [Request For Records](#).

Employee Signature: _____ Date: _____

Campus Ext.: _____ Other Phone: _____

Comments: _____
_____**EMPLOYEE OR DESIGNATED REPRESENTATIVE WILL BE REQUIRED TO
SHOW ID WHEN REVIEWING OR PICKING UP FILE**

The first file copy requested is provided free of charge; subsequent or additional copies may be subject to a copying fee, as per PPSM 80-B, SHR Procedure E7 and appropriate collective bargaining agreements.

You will be notified prior to production if such a charge is necessary. Please make checks out to UC Regents.

Date Processed: _____ Employee Contact Date: _____

Processed by: _____ # pages copied: _____

Comments: _____

Employee: _____ Date: _____

Designated Employee Representative: _____ Date: _____

☐ ID checked Fee Required: ☐ No ☐ Yes Amount: _____

SHR Representative: _____ Date: _____

Retain signed document in SHR employee file for retention period of the file.