

EMPLOYEE REQUEST FOR ACCESS TO PERSONNEL FILE

Employee Information

Employee Name: _____ Date of Request: _____

Employee ID: _____

Employment Status: Limited
 Career
 Contract

UC 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](#).

Review Personnel File Obtain Photocopy of File

Please give _____ access on my behalf as indicated above.
Designated Representative

Employee Signature*: _____ Date: _____

(*authorizing access to Designated Representative)

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: _____

I have reviewed requested material.

I have reviewed photocopies of requested material.

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.