



### 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.