



Request for Personnel File

Personnel File requests can be made either verbally or in writing. Completion of this document is not a requirement to view or receive a copy of your personnel file. If you decide to use this form when requesting a copy of your personnel file, please complete as much information as possible and submit it to your divisional Human Resources Office or UW-Madison’s Office of Workforce Relations, wr@ohr.wisc.edu.

UW-Madison’s Office of Human Resources **Employee Personnel Files** policy can be found at kb.wisc.edu/ohr/policies/page.php?id=90368. Additional information relating to personnel file requests can also be found at Wis. Stat. § 103.13.

Name of Employee: _____ Employee ID: _____

Department: _____

Appointment Title: _____

Phone: _____ Email: _____

If there are particular documents being requested that you believe to exist, but are not provided to you, please specify documents below and additional steps will be taken to locate and provide them to you.

Specific Requests:

Distribution information: Please select how you wish your personnel file to be distributed (choose one).

Mail

Mailing Address (if different from address on record): _____

Pick up (ID needed)

Pick up location: Divisional HR Office or OHR, 21 N. Park Street, Suite 5101, Madison, WI 53715

Electronic delivery via UW-Madison Box

Employee Signature: _____ Date of Request: _____

Please return this form to the Office of Human Resources (OHR), Workforce Relations, or to your Division/Department Human Resources.