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## Request to View Personnel File or Payroll Records

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Name: \_\_\_\_\_

My signature below acknowledges my request to review my:

Personnel File

Payroll Records – for payroll period from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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## Employer Response to Request to View Personnel File/Payroll Records

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employee Name: \_\_\_\_\_

***In response to your request to review your personnel file/payroll records:***

You are scheduled for an appointment with \_\_\_\_\_ on  
(Name)  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ at \_\_\_\_\_ for the purpose of reviewing the items you requested.  
(date) (time)

**Note that during your review, nothing may be removed from or added to your personnel file.**

Your review of your file is limited to: \_\_\_\_\_  
(specific amount of time, specific time – ie., one-half hour/9:00-9:30 a.m.)

Your review of your file must be conducted in the presence of: \_\_\_\_\_

**OR**

Your request to review your personnel file has been denied. You last reviewed your personnel file on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(date)