



Office of Human Resources

Mailing Address: Human Resources, Alabama A&M University, Normal, AL 35762

Phone: 256.372.5835

Fax: 256.372.5881

PERSONNEL AND BENEFIT FILE ACCESS FORM

I. REQUEST AN APPOINTMENT TO REVIEW PERSONNEL AND/OR BENEFIT FILE

I, _____ (printed name) _____ (A-Number), request to review my Personnel and/or Benefit File (circle one or both) in the Office of Human Resources on _____ at _____.

II. REQUEST TO RECEIVE COPY OF SECTIONS OF PERSONNEL AND/OR BENEFITS FILE

I, _____ (printed name) _____ (A-Number), request a copy of the following section(s) of my personnel and/or benefits file from the Office of Human Resources:

I want to retrieve the documents from the Office of Human Resources on _____ (date).

III. ACKNOWLEDGEMENT OF RECEIPT OF COPY OF PERSONNEL AND/OR BENEFITS FILE OR SECTION(S) OF FILE

I, _____ (printed name) _____ (A-Number), acknowledge that I received a copy of the following sections of my personnel file from the Office of Human Resources on _____ (date):

Signature Acknowledging Receipt of Documents: _____ (date)

Note: This form must be submitted at least twenty-four (24) hours prior to the date and time upon which you request access to and/or copies of your personnel file. Human Resources personnel will notify you via electronic mail of the time and date of your appointment to review your personnel and/or benefits file or the date upon which a copy of the file(s) will be available.

Employee's Signature _____ Date _____ Employee's AAMU Email Address _____

Human Resources Representative Signature _____ Date _____

Office of Human Resources Use Only

Employee Notification via Email of Appointment/Date to Retrieve Copies: _____ Date: _____ Human Resources Representative: _____