OFFICE OF THE VICE PROVOST – ACADEMIC AFFAIRS/UC DAVIS

REQUEST BY NON-STUDENT ACADEMIC EMPLOYEE FOR ACCESS TO RECORDS PERTAINING TO:

(To be delivered to Mrak Hall, Room 230. Be prepared to present personal identification.)

EMPLOYEE'S NAME:(PRINT)	Employee ID #	t:
Other names under which you may be identif	ied:(PRINT)	
Employee contact phone # ()		
I hereby request a copy of the following documents	ments from my personnel	file or other confidential non-academic file:
I would like to receive the documents in the formula online file transfer (a link will be enthe documents within 7 calendar days. Paper, requires additional signature.	mailed to the employee fro s)	select only one): om which the employee is required to download
	Employee Signature	Date
***********	********	******
Information pertaining to your employment w than your official personnel file housed in Aca review other files maintained as part of your	idemic Affairs. As with you	ornia may be retained in various locations other ur own personnel file, you may have a right to
Depending upon applicability, you may find fil	les regarding your employ	ment from the following offices/units:
 Your home department Your dean's office Academic Senate Office Payroll Office Labor Relations Benefits Office/Human Resources 	8. 9.	Risk Management Retirement Administration Service Center (RASC – Oakland) Occupational Health/Employee Health Harassment & Discrimination Assistance and Prevention Program (HDAPP)
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TO BE COMPLETED BY EMPLOYEE UPON PICK-	-UP OF DOCUMENTS REQU	JESTED BY PAPER:
I have received the requested documents, as	listed above:	
	Employee Signature*	Date

^{*}ONLINE FILE TRANSFER DOES NOT REQUIRE PICK-UP SIGNATURE – RECEIPT IS TRACKED BY THE SYSTEM. DOCUMENTS WILL EXPIRE AFTER 7 DAYS OF NOTICE TO THE EMPLOYEE REGARDING AVAILABILITY OF DOCUMENTS.