

Request to View Employee Records

Instructions: Complete Sections 1-2 and give/send this form to your supervisor *			
1	Employee's Full Name (Print/type)	ATTUID or last four of SSN # *	Tel. No.
	Supervisor's Name	ATTUID	Tel. No.
<p><i>I request an appointment to view my Employee Personnel File.</i></p> <p>Documents to view (check all that apply) <input type="checkbox"/> Evaluations <input type="checkbox"/> General Acknowledgements <input type="checkbox"/> Training</p> <p><input type="checkbox"/> Attendance <input type="checkbox"/> Other _____ <input type="checkbox"/> Entire file</p>			
2	<p><i>I understand that my viewing of Company records is subject to the following conditions:</i></p> <ul style="list-style-type: none"> • <i>I may view my records at reasonable times and intervals.</i> • <i>A reasonable amount of time will be allowed for the records viewing during normal business hours at a time mutually agreeable to the Supervisor/ERM representative and me.</i> • <i>A management representative will be present during the viewing.</i> • <i>No documents may be removed, changed, or altered during the viewing. I may receive one photocopy of any portion of the records I have viewed in accordance with Company policy and applicable federal, state, and local laws.</i> • <i>I acknowledge I have read, understand, and agree to the foregoing conditions.</i> <p>For further information, see the AT&T Privacy of Employee Records and Medical Information Policy on the OneStop Policies and Compliance homepage.</p>		
	Employee's Signature	Date	Supervisor's Signature (or ERM) Date
3	<p><i>I acknowledge I have viewed my records:</i></p>		
	Employee's Signature	Date	Signature Of Management Representative Present During Viewing Date
FILE THIS FORM IN EMPLOYEE'S PERSONNEL FILE			

* Inactive and former employees should give/send this form to their previous supervisor or designated departmental contact: the last four digits of their SSN # is required for all requests submitted by inactive or former employees.

If a completed form is not provided by the employee, the supervisor should attach any request that is received to a form, cover the employee regarding the conditions listed in Section 2, and complete the form to document the request and the employee's subsequent viewing of their records.