



STATE UNIVERSITY OF NEW YORK

Review of Personnel File Request Form

Directions:

1. Complete all sections of the form.
2. Submit the form to Human Resource Services, 390 Administration Building, Z=0751
3. A Human Resource Services representative will contact you to make an appointment to review your file.

Copy Fee (if permitted based on your collective bargaining agreement):

There may be a charge for copies of information in your personnel file. Payment must be made prior to copies being made.

Special Note:

HSC faculty personnel files are located in the Dean's Office. Use HSC Dean's Office procedure.
 HSC faculty benefits files are located in Human Resource Services. Use this form.
 All University Hospital employee personnel files are located in the University Hospital Human Resources. Use University Hospital HR procedure.
 All LISVH employee personnel files are located in LISVH Human Resources. Use LISVH procedure.

Last Name		First Name		M.I.
Social Security Number or Employee ID Number		Bargaining Unit		
		<input type="checkbox"/> UUP	<input type="checkbox"/> Research Foundation	<input type="checkbox"/> PEF
		<input type="checkbox"/> CSEA	<input type="checkbox"/> Council 82	<input type="checkbox"/> M/C
				<input type="checkbox"/> GSEU
				<input type="checkbox"/> RPA
Office Phone Number			Alternate Phone Number	
Best Day to Contact You (Check all that apply)		Best Times to be contacted		Comments
<input type="checkbox"/> Monday				
<input type="checkbox"/> Tuesday				
<input type="checkbox"/> Wednesday				
<input type="checkbox"/> Thursday				
<input type="checkbox"/> Friday				
SEND TO THE FOLLOWING				
By Mail:		By Fax:		By E-Mail:
Human Resource Services 390 Administration Building University at Stony Brook Stony Brook, New York 11794-0751		Attn: Human Resource Services (631) 632-1428		HRS_Verify@notes.cc.sunysb.edu
Human Resource Services Use Only				
Appointment Date	Appointment Time	# of Packages Req.		Date Stamp
# Pages to be Copied	Cost Per Copy	Total	Date Paid	
Remarks		HRS Staff		