



Manager Request to Inspect Personnel Records

Please note: All manager requests will be assessed by Employee Relations. Only managers who have direct line of authority for an employee or who have a “business need to know” may request applicable contents of an employee’s personnel record.

General Mailbox: EmployeeRelations@depaul.edu Phone: (312) 362-7182 Fax: (312) 476-3232

Manager Information

Date of Request:

Name:

Empl ID:

Title:

Department Name:

Please identify business need for request:

Employee Information

Name:

Empl ID:

Title:

Department Name:

Please sign your request for records:

Manager’s Signature:

Date:

*****For Human Resources Use Only*****

Request received date:

Request approval/denial date:

Completion date of request:

ER Processor: