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## Human Resource Services

New Mexico State University

MSC 3HRS, Box 30001

Las Cruces, NM 88003-8001

Phone: (575) 646-8000

Fax: (575) 646-2806

***Personnel File: Employee Review Request Form***

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| **Requestor Information** | | |
| **Employee Name:** | | **Aggie ID**: |
| **Title:** | **Department:** | |
| **Phone:** | **E-mail:** | |

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| **Employee Agreement to View Own File** |
| I hereby request to view my personnel file and understand that an HR Services staff member must be present at that time.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Signature of Employee Date*** |
| **Copy Request:** Copies of documents within the file may be obtained at a fee of $1.00 per page. |
| List of documents to be copied: |
| **Documents Retained Electronically**  The following common documents are electronically available to employees with MyNMSU login credentials; however, please check those that apply if you are requesting they be pulled for you by administration.   * Regular Exempt Staff - Annual Performance Evaluation from 2011 to present * Regular Nonexempt Staff- Annual Performance Evaluation from 2015 to present * Faculty and Staff - Conflict of Interest forms from 2008 to present |

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| **Employee Agreement to Allow Third Party to View his/her File** |
| I do hereby give permission to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to view all documentation considered part of my personnel file.  Place Seal or  Stamp Here  Subscribed and sworn before me this \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ***Notary Signature Date*** |

**Submit form with original signatures to MSC 3HRS or deliver to Hadley Hall, Room 17.**Upon receipt of this form, an HR representative will contact you to make an appointment to review your file.

**(FOR HUMAN RESOURCE SERVICES USE ONLY)**

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date Received at HRS** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Appointment Date and Time** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **HR Services Representative Present** |
| ­**Number of copies made:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Total Cost for Copies:**  **$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date Copies Provided to Employee**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**INTERNAL HR SERVICES REFERENCE**

Official NMSU Systems that may contain additional Personnel File documents

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| **Electronic Documents Accessible by Employee** | **System/Application and Link** | **Date Range** | **Responsible Department** |
| Conflict of Interest Form | Electronic Document Signature  <https://accounts.nmsu.edu/eds/docserve/central/login.php> | 01/31/08 - present | Employee & Labor Relations (PL) |
| Direct Deposit | MyNMSU  <https://my.nmsu.edu/> | 12/21/12 - present | Payroll Services (PR) |
| Evaluation: Exempt  Regular Staff | Employee Evaluation  <https://evaluation.nmsu.edu> | 03/01/11 - present | Employee & Labor Relations (PL) |
| Evaluation: Nonexempt  Regular Staff | Employee Evaluation  <https://evaluation.nmsu.edu> | 03/01/15 - present | Employee & Labor Relations (PL) |
| Job Application Information | PeopleAdmin  <https://jobs.nmsu.edu/hr> | 10/03/13 – present | Employee & Comp Services (KA) |
| Salary Letter (Annual) | MyNMSU  <https://my.nmsu.edu/> | 07/06/12 - present | Payroll Services (PR) |

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| **Systems/Applications  Accessible by Administration** | **Date Range** | **Responsible Department** |
| PeopleAdmin 7.6 | 10/03/13 - present | Employee & Comp Services (KA) |
| PeopleAdmin 5.8 | 10/10/11 - 10/03/13 | Employee & Comp Services (KA) |
| Spreadsheet hiring | 08/16/11 - 05/15/13 | Employee & Comp Services (KA) |
| Banner E-HIRE | 01/01/05 - 08/15/14 | Employee & Comp Services (KA) |
| HRMS (HR system pre Banner) | 1998 – 2004 | HRS Administration (MP) |
| M204 (HR system pre HRMS) | 1998 and prior | HRS Administration (MP) |