

PPPC Personnel File One-Pager*, revised for April 2023

What is the personnel file? What does it include?

Your personnel file records your work history at UW–Madison. It includes documents maintained by human resources at the School / College / Division level, plus information in the campus Human Resources System. Your personnel file may include appointment letters; performance reviews and responses; notifications of base rate or title change; awards and grants; remote work agreements; letters of discipline; and documents related to pending grievances, retirement, non-renewal, layoff, dismissal, or resignation. Supervisor notes are not included. [ASPP 11](#) governs personnel files for UW–Madison Academic Staff, while [Policy 5081](#) applies to all campus employees.

How is the personnel file used?

Your personnel file should have an accurate, complete, up-to-date record of your status, performance, and commitments made by or to you, regarding your campus work.

Who has access to my personnel file?

We recommend that you check your personnel file periodically. You may request access orally or in writing, from your local human resources or the campus Office of Workforce Relations (which has [this online form](#)). Gaining access can take up to seven working days. Others with access include your supervisor and the entity maintaining the personnel file, which could be human resources at the School / College / Division level, the office where you work, or an appropriate designee.

How can I make sure my personnel file is accurate?

You can request access to review your personnel file, as described above. You may ask to add professional publications, notices of awards, your current resume, or other relevant documents. You may also ask your supervisor to modify or remove documents from your personnel file. If your supervisor does not agree and you find the documents to be inaccurate or irrelevant, you may file a grievance (following the process in [ASPP 7](#)).

What are good personnel file practices for supervisors?

When documents are added to the personnel files of employees who you supervise, also provide copies to them. Access to an employee’s personnel file should be on a “need to know” basis (except for the employee, who always has access to their personnel file). If you need to keep your own “working” or “supervisor” files, keep them secure and confidential. If you share these files with anyone else, they may become subject to [Open Records Law requests](#).

Does my personnel file follow me?

If you apply for a different campus position, your prospective supervisor will not have access unless and until they hire you. (See the [relevant state policy](#).) If you leave UW–Madison to work at another UW System institution or state agency, UW–Madison will send your personnel file to your new employer, at their request. UW–Madison will keep your personnel file following your employment here, as required by [UW System human resources records retention policies](#).

*This is intended for reference only. Please refer to the [UW-Madison Policy Library](#) for current policies.