



# Human Resource Services

## Request for Employee Records

*All requests will be date stamped in upon receipt by Human Resource Services (HRS).*

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Site/Department: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please Check One:                      Current Employee                      Former Employee

Please Check One: