



Employee Self-Service Personnel Files



FAQ

1. Am I able to review my personnel file?

Yes. Per Wisconsin State Statutes 103.13, employees are able to review their own personnel files except for those records exempted by s. 103.13(6) Wis. Stats.

2. What's the process for reviewing my personnel file?

Effective March 2024, employees may review their own personnel files through PeopleSoft Employee Self Service (ESS). A link to the job aid is:

<https://dpm2016-auth-prod.wi.gov/Documents/JobAids/SelfService/ESS/Self-ServiceP-File.pdf>

3. My grievance representative wishes to review my personnel file. Is that allowable and what is the process?

Chapter 103.13(3) of the Wisconsin State Statutes allows an employee who is involved in a current grievance against the employer to designate in writing a representative of the employee's union, collective bargaining unit or other designated representative to inspect the employee's P-file for information which may have a bearing on the resolution of the grievance, except for those records that are exempted by s. 103.13(6) Wis. Stats.

Representatives will not have access to the PeopleSoft system, so it is up to the employee to share personnel file information with the grievance representative.

4. If I disagree with my performance evaluation or another document in my file, can I request materials be removed from my personnel file?

Generally, unless ordered due to an appeal or other litigation process, documents in the personnel file cannot be removed simply due to an employee disagreeing with the contents. The employee's option when disagreeing with a performance evaluation or another document in the personnel file is to contact HR to discuss submitting a rebuttal which can be uploaded to the personnel file.

5. If I review my personnel file and notice a document which was mistakenly uploaded to my file, what should I do?

Employees who notice an errant document in their file should notify local HR as soon as possible. In the case of an error in uploading, removing the document would be appropriate.

6. How do I know what types of documents should be in my personnel file?

[Wisconsin Human Resources Handbook Chapter \(WHRHC\) 180 – Classified Employee Personnel Records](#) has more information about personnel files and what should be included.

7. I believe a document is missing from my personnel file. Who should I notify?

Employees who believe documents are missing from their personnel file and should contact their local Human Resources. Human Resources will determine if the document is missing, and whether the document should be placed in the personnel file per the Wisconsin Human Resources Handbook.

8. Most of my information looks new since 2017. How do I find historical information prior to that year?

In 2017, the State of Wisconsin switched to electronic personnel files. Files for current employees were scanned and uploaded. Those documents from the 2017 date of conversion or prior can be found in the folder labeled "conversion". Documents uploaded 2017 or after will be stored in the individual folders within the employee's



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personnel file. For example, appointment letters will be in the file labeled “Letters of Appointment and Assignment.”

9. I left state service prior to 2017 and then was rehired. I don’t see a conversion file in my electronic personnel records. Why is that?

An employee who believes they are missing a conversion file should contact local human resources so they can take the appropriate steps. Employees who are rehired after the 8-year personnel file records destruction period will not have a conversion file.

10. I don’t have access to ESS right now due to my leave. How do I access my electronic personnel records?

Employees without ESS access should contact their local human resources office if they wish to view their personnel file. A human resources representative will help facilitate review.