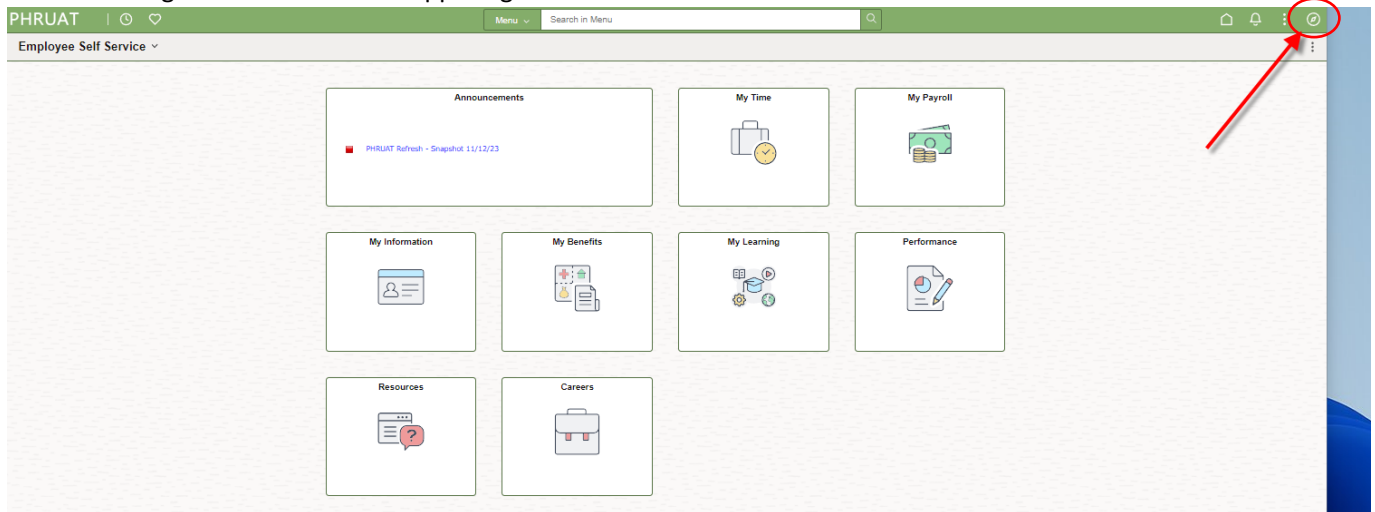


This job aid provides information about how to view your personnel file.

Documents in your personnel file are available for you to view and print online in Employee Self Service.

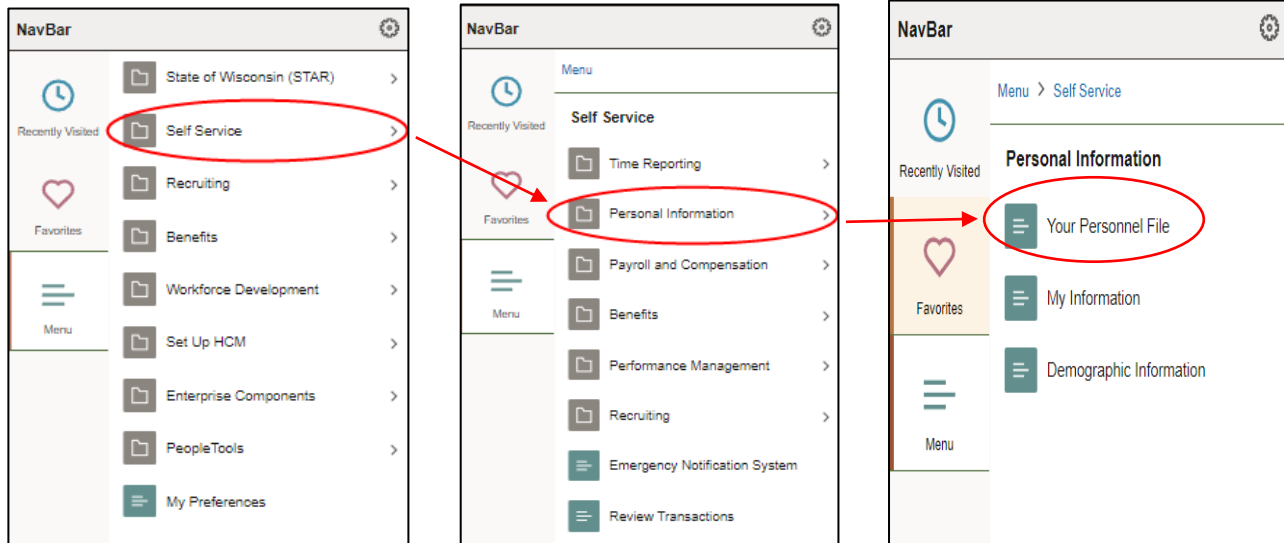
1. Log in to Employee Self Service: <https://ess.wi.gov>.

2. Click the Navigation Bar icon in the upper right corner



3. In the menu, you will click through three menu options to get to Your Personnel File:

- Self Service; then
- Personal Information; then
- Your Personnel File





4. There are 24 different types of documents that can go in a personnel file. The types of documents in your file will depend on your personal work history. If you were employed prior to 2017, many of your older documents may be in the “Conversion” document type (bottom of the list), when paper personnel files were digitized.
5. You can print your entire personnel file (see #6 below). You can also view and print individual documents (see #7-8 for instructions).
6. Check the “Toggle Select” box at the bottom of the page. A blue checkmark will appear next to all types of document types that are in your file, as well as the number of documents. To print all documents in your file, click the Printer icon at the bottom of the page.

Employee Personnel File

	Document Type	Number of Documents	
<input type="checkbox"/>	Work Schedules/Telework Requests	0	
<input type="checkbox"/>	Work Rule Acknowledgements	0	
<input type="checkbox"/>	Outside Work Requests	0	
<input type="checkbox"/>	Notice of Actions Affecting Employee's Probation	0	
<input checked="" type="checkbox"/>	Certification Request from which an Appointment is made	1	
<input type="checkbox"/>	Evidence of Awards Received from the State	0	
<input type="checkbox"/>	Formal Apprenticeship Agreements	0	
<input type="checkbox"/>	Leave of Absence With Pay Due to Injury Request/Authorization	0	
<input type="checkbox"/>	Leave of Absence Without Pay Request/Authorization	0	
<input type="checkbox"/>	Interchange Agreement Notice	0	
<input type="checkbox"/>	Letters of Appointment and Assignment	0	
<input type="checkbox"/>	Letters of Commendation	0	
<input type="checkbox"/>	Letters of Resignation or Termination	0	
<input type="checkbox"/>	Letters of Expectation Related to Work Activities	0	
<input type="checkbox"/>	Notice of Actions Affecting Employee's Pay Status	0	
<input type="checkbox"/>	Performance Evaluations	0	
<input checked="" type="checkbox"/>	Position Description (original and any subsequent)	4	
<input type="checkbox"/>	Probationary Service Report	0	
<input type="checkbox"/>	Reallocation Notice	0	
<input type="checkbox"/>	Reclassification Notice	0	
<input type="checkbox"/>	Records of Equity, Retention, and Merit or Performance Awards	0	
<input type="checkbox"/>	Training Records	0	
<input type="checkbox"/>	All other material concerning an employee	0	
<input type="checkbox"/>	Conversion	0	

Toggle Select



7. To view and print a specific type of document, click the Document Folder icon.

Employee Personnel File

	Document Type	Number of Documents	
<input type="checkbox"/>	Work Schedules/Telework Requests	0	
<input type="checkbox"/>	Work Rule Acknowledgements	0	
<input type="checkbox"/>	Outside Work Requests	0	
<input type="checkbox"/>	Notice of Actions Affecting Employee's Probation	0	
<input checked="" type="checkbox"/>	Certification Request from which an Appointment is made	1	
<input type="checkbox"/>	Evidence of Awards Received from the State	0	
<input type="checkbox"/>	Formal Apprenticeship Agreements	0	
<input type="checkbox"/>	Leave of Absence With Pay Due to Injury Request/Authorization	0	
<input type="checkbox"/>	Leave of Absence Without Pay Request/Authorization	0	
<input type="checkbox"/>	Interchange Agreement Notice	0	
<input type="checkbox"/>	Letters of Appointment and Assignment	0	
<input type="checkbox"/>	Letters of Commendation	0	
<input type="checkbox"/>	Letters of Resignation or Termination	0	
<input type="checkbox"/>	Letters of Expectation Related to Work Activities	0	
<input type="checkbox"/>	Notice of Actions Affecting Employee's Pay Status	0	
<input type="checkbox"/>	Performance Evaluations	0	
<input checked="" type="checkbox"/>	Position Description (original and any subsequent)	4	(circled in red)

8. From the list you can select individual documents. Clicking "Toggle Select" selects all documents in the list. You can use the Printer icon to print the documents you selected, or click the Document icon to view a document.

Employee Personnel File

Position Description (original and any subsequent)

	Document Effective Date	Business Unit	Attached File	Status	
<input checked="" type="checkbox"/>	11/21/2023	44500		Available	(circled in red)
<input checked="" type="checkbox"/>	08/08/2023	44500		Available	(circled in red)
<input checked="" type="checkbox"/>	08/08/2023	44500		Available	(circled in red)
<input checked="" type="checkbox"/>	08/08/2023	44500		Available	(circled in red)
<input checked="" type="checkbox"/>	Toggle Select		(circled in red)		



9. For additional information on the types of documents that are placed in personnel files, you please see [Wisconsin Human Resources Handbook Chapter \(WHRHC\) 180 – Classified Employee Personnel Records](#) as a reference.
10. If you notice a document that was mistakenly uploaded to your personnel file, or if you believe a document is missing, notify your local Human Resources so they can review your records.
11. If you disagree with your performance evaluation or another document in your file, please note that 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.