

TEAM MEMBER RECORDS REVIEW REQUEST
ACTIVE TEAM MEMBER
FILE REQUEST

NAME		TODAY'S DATE
UNIT / STORE / DEPARTMENT	BIRTH DATE	EMPLID
WORK EXTENSION	HOME PHONE NUMBER	CELL PHONE NUMBER
TEAM LEADER / FIRST ASSISTANT		

UNIT FILE DEFINITION FOR ACTIVELY EMPLOYED TEAM MEMBERS

UNIT FILE: Your unit file may contain information regarding things such as work performance, attendance, licenses, and permits.

PAYROLL FILE: Your payroll file may contain information regarding things such as employment application, pay records, changes of status, withholding exemption certificate, and orientation checklist.

Please allow up to four weeks to process your request.

Check the file(s) you wish to review. If you need a specific document, please check the box for quicker processing:

- | | |
|--|---|
| <input type="checkbox"/> Payroll File

<input type="checkbox"/> Employment Application
<input type="checkbox"/> Structured Interview Questions
<input type="checkbox"/> SSN Card & Driver's License
<input type="checkbox"/> Company Policies and Procedures
<input type="checkbox"/> W-4 Employee's Withholding Exemption Certificate
<input type="checkbox"/> Change of Status
<input type="checkbox"/> Union Application
<input type="checkbox"/> Basic Training Sheet | <input type="checkbox"/> Unit File

<input type="checkbox"/> Performance Reviews
<input type="checkbox"/> Discipline

<input type="checkbox"/> Other _____ |
|--|---|

I understand I will be contacted once the file is collected to set up a meeting to review records with my First Assistant. In making this request, I understand that if the review is to take place during my normally scheduled work period, I will be off the clock and will review my records on my own time. Meijer reserves the right to charge 25¢ for each page copied.

SIGNATURE (Required)

RETURN TO (Please send request to the the location that pertains to you):

Northern Region Office Attn: Jan Fitzsimmons 0-550 Baldwin Street Jenison, MI 49428-9753	Central Region Office Attn: Tammy Garrison 6309 Lima Road Fort Wayne, IN 46818-1425	Corporate Requests Attn: Stephanie Spratling 2727 Walker, NW Grand Rapids, MI 49544	Distribution/Manufacturing Attn: Lisa Kertchaval 2929 Walker, NW Grand Rapids, MI 49544
Eastern Region Office Attn: Lynn Wadsworth 45001 Ford Road Canton, MI 48187-2907	Western Region Office Attn: Charlie Rice 855 S. Randall Rd. St. Charles, IL 60174-1570	Southern Region Office Attn: Tina Schoenhofer 7390 Tylersville Road West Chester, OH 45069-1522	

