

My General Information

Last Modified on 02/04/2026 3:02 pm CST

[Attachments](#)

Tool Search: My General Information

On the My General Information tab, you can view personal information (last name, first name, race/ethnicity, etc.), person identifiers (staff number, staff state ID, etc.), and I-9 verification information (if available). If I-9 information does not exist, the I-9 Verification Information section does not appear.

Campus, Joe

My General Information

My Contact Information

My Employment Information

My Qualification

1 Attachment(s)

My General Information

First Name

Joe

Middle Name

Last Name

Campus

Nickname

Suffix

Personnel Number

123456789

State Number

Birth Date (Hide)

05/27/1980

Social Security Number (Show)

XXX-XX-XXXX

Gender

Male

Veteran

01: Not a Veteran

Status

ACTIVE: Active

Employment Type

I-9 Verification Information

Hide Details

List A Documentation

Documentation Title

U.S. Passport

Issuing Authority

USA

Document Number

A-1234-1234-5555-555

Expiration Date

03/13/2016

List B Documentation

Documentation Title

State Driver's License/ID Card

Issuing Authority

State of MN

Document Number

A-123-123-123-123

Expiration Date

06/12/2014

My General Information Editor


Attachments

If there are files attached to the general information in your personnel record, you may view them here. To view file attachments, click the **Attachments** button. The Document Attachment window displays and you can click the **File Name** to view the attachment.

Click the **Show deleted attachments** checkbox to see attachments that were removed from your personnel record.

The Attachments button only appears if there are attachments to view AND your System Administrator has assigned tool rights for the Attachments feature.

My General Information
My Contact Information
My Employment Information
My Leave Information
My Qualifications
My E

 1 Attachment(s)

My General Information
First Name
Middle Name
Last Name

Document Attachment

Choose Files

Document List

ATTACHED BY	STATUS	DATE ATTACHED	FILE NAME	DESCRIPTION	SIZE
Administrator, System	Attached	04/11/2016 09:51 AM	Certification.pdf	ESL Certification	45.2 KB

☒ Show deleted attachments

DELETED BY	DATE DELETED	FILE NAME	DESCRIPTION	ATTACHED BY	DATE ATTACHED
Administrator, System	04/11/2016 09:51 AM	Certification.pdf	Certification Information	Administrator, System	04/05/2016 01:49 PM

Save
Cancel

Document Attachments for My General Information Tool