

My General Information

Last Modified on 03/13/2024 11:36 am CDT

[Attachments](#)

PATH: *Employee Self Service > My General Information*

This functionality is only available to districts who have purchased [Human Resources](#).

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 <input type="text" value="Joe"/>	Middle Name <input type="text"/>	Last Name <input type="text" value="Campus"/>
Nickname <input type="text"/>	Suffix <input type="text"/>	
Personnel Number <input type="text" value="123456789"/>	State Number <input type="text"/>	Birth Date (Hide) <input type="text" value="05/27/1980"/>
Social Security Number (Show) <input type="text" value="XXX-XX-XXXX"/>	Gender <input type="text" value="Male"/>	Veteran <input type="text" value="01: Not a Veteran"/>
Status <input type="text" value="ACTIVE: Active"/>	Employment Type <input type="text"/>	

I-9 Verification Information
[Hide Details](#)

List A Documentation

Documentation Title <input type="text" value="U.S. Passport"/>	Issuing Authority <input type="text" value="USA"/>
Document Number <input type="text" value="A-1234-1234-5555-555"/>	Expiration Date <input type="text" value="03/13/2016"/>

List B Documentation

Documentation Title <input type="text" value="State Driver's License/ID Card"/>	Issuing Authority <input type="text" value="State of MN"/>
Document Number <input type="text" value="A-123-123-123-123"/>	Expiration Date <input type="text" value="06/12/2014"/>

My General Information Tab Example

Attachments

PATH: *Employee Self Service > My General Information*

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](#).

1 Attachment(s)

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

Example document attachments on the My General Information tab.