

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 Qualifications](#)

 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