

# My General Information

Last Modified on 10/21/2024 8:20 am CDT

## 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 <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 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.

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

Document Attachments for My General Information Tool