

ESS - Personal Information – Personal Data

1. **Personal Data** – Displays your basic personal and employment information. *Personal data* displayed includes information such as First Name, Middle Name, Last Name, Date of Birth, and Gender. *Employment data* displayed includes Position, Classification, Pay Range, Pay Step, System Hire Date, Service Date, Current Hire Date, and University Hire Date. (NOTE: For *Employment Date Descriptions*, click on the link as shown below.)

- 1.1. Select the *Personal Data* link from the *Personal Information* menu in ESS. The following screen will appear.

View Personal Data

Full Name: Test, Web
Personnel Number: 00135868

Personal Data

Title: Mr
First Name: Web
Middle Name:
Last Name: Test
Suffix:
Date of Birth: 11/12/1970
Gender: Male

Employment Data

Position: Professor
Classification: Professor
Pay Range: 45
Pay Step: 01

State System Hire Date	1/20/2012
Service Date	1/20/2012
Current Hire Date	1/20/2012
University Hire Date	1/20/2012

[Employment Date Descriptions](#)

Click **Employment Date Descriptions** for a detailed description of these dates.