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.

<table>
<thead>
<tr>
<th>Personal Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name: Test, Web</td>
</tr>
<tr>
<td>Personnel Number: 00135868</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position: Professor</td>
</tr>
<tr>
<td>Classification: Professor</td>
</tr>
<tr>
<td>Pay Range: 45</td>
</tr>
<tr>
<td>Pay Step: 01</td>
</tr>
</tbody>
</table>

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