

# MSS3: Personal Information Sheets

Job Aid

Personal Information sheets are interactive pages that display lists of employees with their personal and time card related information, such as pay class, workgroup assignment and contact details. This information can be sorted and filtered and links to the employee’s record where you can find additional information.

You can access Personal Information sheets from menu items. In the following example, the Personal Information sheet presents a list of employees and their profile details, such as pay class, badge number, date of hire and hourly status.

Personal Information

Manager Day Personal Information

Find: Search Employee Excel Print Preview Filter Clear

Process Payroll	Last Name	First Name	Pay Class	ID	Badge	Hired	Hourly Status	ACA Status
Daily Operations	Fifield	Charles	Hourly 40	1000	1000	Fri Sep-22 17	Full Time	Full Time
Scheduling	Flint	Jasmine	Hourly 40	301	301	Thu Aug-09 18	Full Time	Full Time
Long Term Care Reports	Forbes	Jack	Hourly 40	207	207	Sun Dec-18 16	Full Time	Full Time
Reports and Summaries	Gallagher	Leeroy	Hourly 40	401	401	Wed Dec-28...	Part Time	Not Full Time
Shared Reports	Gallaraga	Neil	Hourly 40	823	823	Sun Oct-08 17	Full Time	Full Time
Personal Information	Garnet	Brandon	Hourly 40	709	709	Tue Sep-27 16	Full Time	Full Time
Summary Sheet - Time Card	Girvan	Austin	Hourly 40	802	802	Sun Oct-09 16	Full Time	Full Time
	Girvan	Nicholas	Hourly 40	201	201	Tue Sep-05 17	Full Time	Full Time

Personal Information sheet columns can be sorted alphabetically or numerically in ascending or descending order by clicking the header or clicking the header drop-down list and selecting **Ascending** or **Descending**.

Personal Information

Excel Print Preview Filter Clear

Last Name ↑	First Name	Pay Class	ID	Badge	Hired
Amherst	Luke	Hourly 40	504	504	Thu Jul-12 18
Aston	Xavier	Hourly 40	206	206	Mon Dec-05...
Barwick	Joshua	Work Sheet	104	104	Mon Apr-23 18
Beckley	Nathan	Hourly 40	818	818	Fri Aug-05 16
Belden	Katelyn	Hourly 40	600	600	Sat Aug-12 17
Bingham	Amber	Hourly 40	307	307	Tue Dec-27 16

A filter at the top of the Personal Information sheet can be used to sort information by typing key words. For example, if you type, “part time” in the filter field, all of the part time employees will be listed in the sheet before the full time employees. Click the **Clear** button to reset the sheet to its original state.

Personal Information

Excel Print Preview part time Clear

Filter

Last Name ↑	First Name	Pay Class	ID	Badge	Hired	Hourly Status
Ethelstan	Kevin	Hourly 40	503	503	Tue Jun-13 17	Part Time
Gallagher	Leeroy	Hourly 40	401	401	Wed Dec-28...	Part Time
Herbert	Daniel	Hourly 40	510	510	Fri Mar-10 17	Part Time
Hodges	Jasmine	Hourly 40	831	831	Fri Apr-13 18	Part Time
James	Sean	Hourly 40	844	844	Fri Jul-07 17	Part Time
James	Lily	Hourly 40	843	843	Fri Jan-12 18	Part Time
Lawrence	Emma	Hourly 40	859	859	Thu Sep-29 16	Part Time

To drill down to an employee's record from the personal information sheet, click in the employee's row. The employee's time card will open.

Personal Information						
Excel	Print Preview	Filter	Clear			
Last Name	First Name	Pay Class	ID	Badge	Hired	Hourly Status
Amherst	Luke	Hourly 40	504	504	Thu Jul-12 18	Full Time
Aston	Xavier	Hourly 40	206	206	Mon Dec-05...	Full Time
Barwick	Joshua	Work Sheet	104	104	Mon Apr-23 18	Full Time
Beckley	Nathan	Hourly 40	818	818	Fri Aug-05 16	Full Time

Information in the Personal Information sheet can be exported to an Excel spreadsheet or PDF and printed.

Special characters in a Personal Information sheet, when exported to Excel, will cause a corrupt file error message. If you do not have an XML application loaded the file will not open.

Export to spreadsheet

Print PDF

Personal Information				
Excel	Print Preview	Filter	Clear	
Last Name ↑	First Name	Pay Class	ID	Badge
Amherst	Luke	Hourly 40	504	504
Aston	Xavier	Hourly 40	206	206

The Print Preview button will generate a PDF which is downloaded.

PDF in Timeline

- Long Term Care Reports
- Reports and Summaries
- Facility Hours Reporting
- Administration
- Leave Request

Edgecumbe Alexa Hourly 40  
 Edwards Michael Hourly 40  
 Ethelstan Kevin Hourly 40  
 Farnham Bryce Hourly 40  
 Ferrare Rachel Hourly 40

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