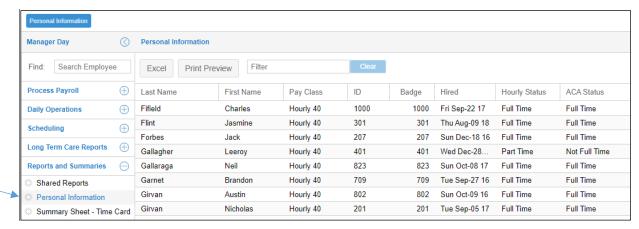
MSS3: Personal Information Sheets

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.

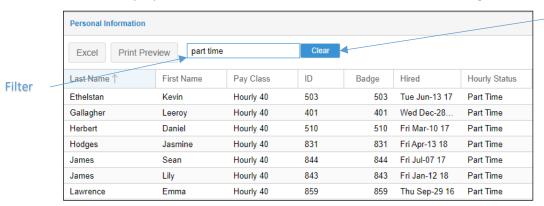
You can access Personal Information sheets from menu items. In the following example, the Personal Information sheet presents a list of employees and their profile details, such as pay class, badge number, date of hire and hourly status.



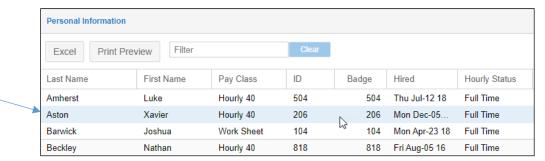
Personal Information sheet columns can be sorted alphabetically or numerically in ascending or descending order by clicking the header or clicking the header drop-down list and selecting **Ascending** or **Descending**.



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.

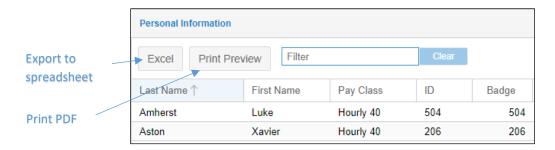


To drill down to an employee's record from the personal information sheet, click in the employee's row. The employee's time card will open.

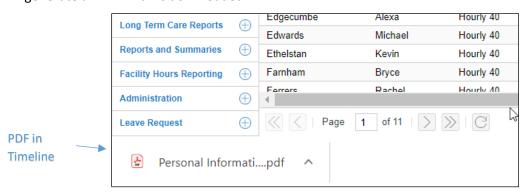


Information in the Personal Information sheet can be exported to an Excel spreadsheet or PDF and printed.

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.



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



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