



# ED20 Demographic



# Table of Contents

**ED20 Demographic** ..... i



## ED20 Demographic

The ED20 Demographic record is used to report an employee's demographic information. An ED20 record must be submitted for all new employees including employees who were previously terminated and rehired. This does not apply to retirees. The ED20 record is submitted to TRS at the beginning of a new school year and each month for new employees.

**Note:** If an ED20 record has been submitted and corrections are required, submit an ED25 (Demo Adj) record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

Image

The screenshot shows a web form titled "ED20 Demographic" with a close button in the top right corner. Below the title bar, it displays "Emp Nbr: 007230" and "Staff ID/SSN: 256-52-0670".

The form is divided into two main sections: "Demo Information" and "Address".

**Demo Information:** This section contains several input fields:
 

- Staff ID/SSN: 256-52-0670
- DOB: 04-26-1995
- Gender: M - Male (dropdown menu)
- Name: ZUNIGA 11 (Last), ZOCHIL (First), ALLEN (Middle), and a dropdown for Generation.

**Address:** This section contains a vertical stack of input fields:
 

- Nbr:
- Street/P.O. Box:
- Apt:
- City:
- State: (dropdown menu)
- Zip: (with a "+4" prefix field)
- Province:
- Country: (with a "..." button)
- Postal Code:

**Contact Info:** This section contains:
 



- Phone Nbr: (with a "-" separator field)
- Work Email: (text input field)

At the bottom right of the form, there are two buttons: "Save" and "Close".

Under **Demo Information**, the employee's demographic information is automatically populated based from the employee's demographic record. Update the fields as needed. Under **Demo Information:**

<b>Staff ID/SSN</b>	Type the employee's nine-digit social security number.
<b>DOB</b>	Type the employee's date of birth in the MM-DD-YYYY format.
<b>Gender</b>	Click ▼ to select the employee's gender.
<b>Name</b>	Type the employee's last, first and middle name.
<b>Generation</b>	Click ▼ to select the employee's generation code.

Under **Address:**

<b>Nbr</b>	Type the street number for the mailing address of the employee. The field can be a maximum of eight characters.
<b>Street/P.O. Box</b>	Type the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
<b>Apt</b>	Type the apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
<b>City</b>	Type the city name for the mailing address of the employee. The field can be a maximum of 20 characters.
<b>State</b>	Click  to select a state for the mailing address of the employee.
<b>Zip</b>	Type the five-digit zip code for the mailing address of the employee.
<b>+4</b>	Type the additional four digits of the zip code.
<b>Province</b>	Type the province of the employee's address. This field is only necessary for foreign addresses.
<b>Country</b>	<p>Click  to select the country of the employee's address. The Demographic Address Country lookup is displayed.</p> <p>In the <b>Search</b> field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the <b>Country</b> field is populated with the selected code. Otherwise, click <b>Cancel</b> to close the lookup without selecting a country code.</p> <p>This field is only necessary for foreign addresses.</p>
<b>Postal Code</b>	Type the postal code for the employee's address. This field is only necessary for foreign addresses.

Under **Contact Info**:

<b>Phone Nbr</b>	Type the employee's ten-digit phone number.
<b>Work E-mail</b>	Type the employee's work e-mail address. The field can be a maximum of 100 characters.