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createemployeedemorecord

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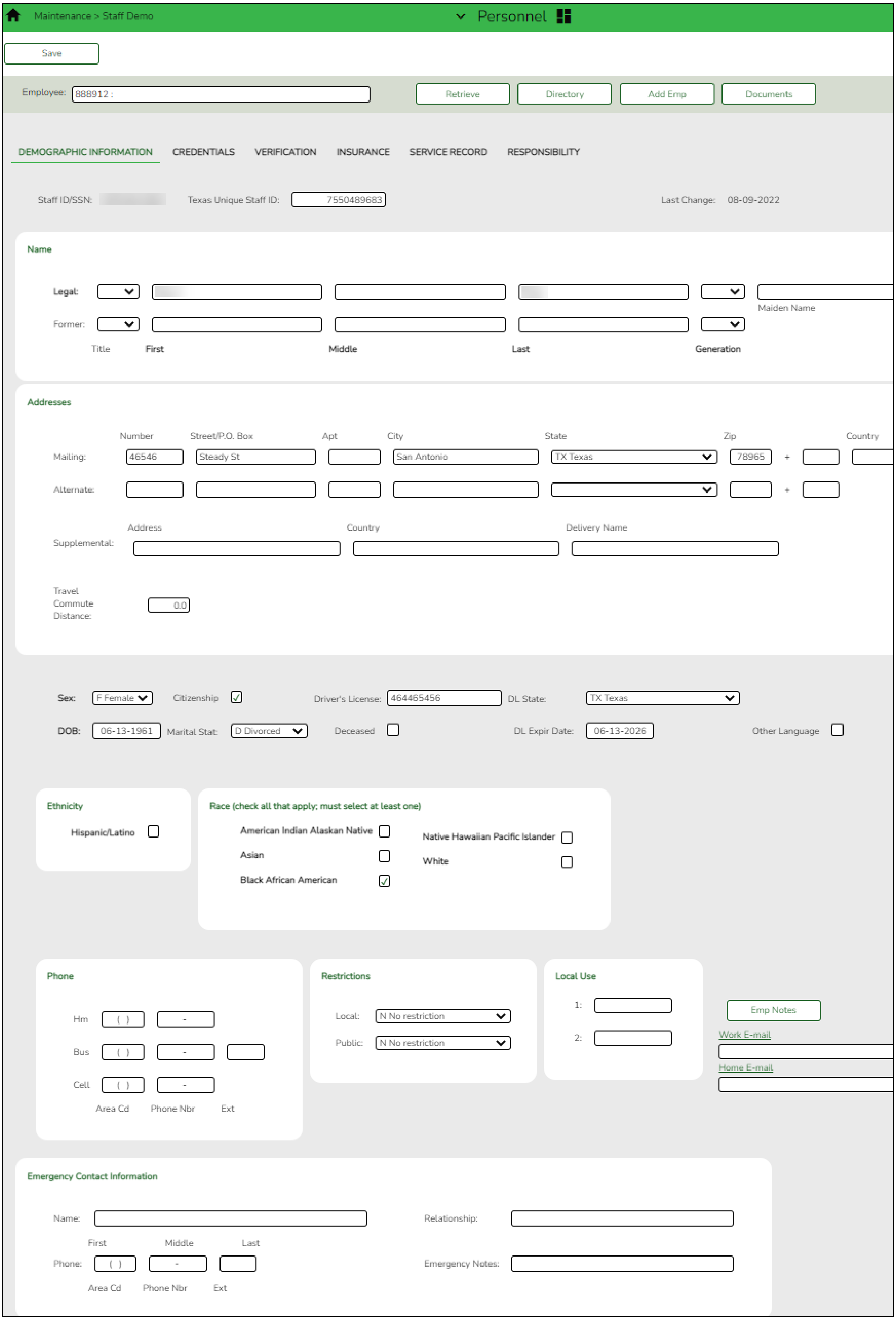
Personnel > Maintenance > Staff Demo > Demographic Information

This tab is used to enter employee demographic data including name, address, phone number, and emergency information. The data on this tab is used throughout the system.

Notes:

- Warning: If the **School Year for PEIMS Codes** field does not contain a valid value on the Personnel or Payroll > Tables > District HR Options page, values are not displayed in the **PEIMS** drop-down fields (e.g., **Sex**, **Ethnicity**, etc.).
- ED20 (Demo) and ED25 (Demo Adj) records are automatically created when any demographic information changes are made on this tab. ED25 records are not created for changes made to a terminated employee's demographic record.
- If an ED20 record has been submitted and corrections are required, submit an ED25 record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.


Maintenance > Staff Demo
Personnel
Save
Retrieve
Directory
Add Emp
Documents
DEMOGRAPHIC INFORMATION
CREDENTIALS
VERIFICATION
INSURANCE
SERVICE RECORD
RESPONSIBILITY
Emp Notes
Work E-mail
Home E-mail

Employee: 888912 :

Staff ID/SSN: [redacted]
Texas Unique Staff ID: 7550489683
Last Change: 08-09-2022

Name

Legal: First: [redacted] Last: [redacted]
Former:
Title, First, Middle, Last, Generation, Maiden Name

Addresses

Mailing: Number: 46546 Street/P.O. Box: Steady St City: San Antonio State: TX Texas Zip: 78965
Alternate:
Supplemental: Address, Country, Delivery Name
Travel Commute Distance: 0.0

Sex: F Female
Citizenship ☑
Driver's License: 464465456
DL State: TX Texas
DOB: 06-13-1961
Marital Stat: D Divorced
Deceased ☐
DL Expir Date: 06-13-2026
Other Language ☐

Ethnicity

Hispanic/Latino ☐

Race (check all that apply; must select at least one)

American Indian Alaskan Native ☐
Asian ☐
Black African American ☑
Native Hawaiian Pacific Islander ☐
White ☐

Phone

Hm ( ) -
Bus ( ) -
Cell ( ) -
Area Cd, Phone Nbr, Ext

Restrictions

Local: N No restriction
Public: N No restriction

Local Use

1:
2:

Emergency Contact Information

Name: (First, Middle, Last)
Relationship:
Phone: ( ) - (Area Cd, Phone Nbr, Ext)
Emergency Notes:

The following fields are required to save a new employee record:

- **First** and **Last Name**
- **Staff ID/SSN**
- **Sex**
- **DOB**
- **Ethnicity**
- **Race**

❏ Complete the necessary fields. If you do not have all of the necessary information at this time, be sure to complete this page at a later time.

❏ Click **Add Emp** to add a new employee record. A blank record is displayed allowing you to begin entering data.

- If the **Auto Assign Employee Number** field is selected on the Payroll or Personnel > Tables > District HR Options page, the employee is assigned the next available employee number upon saving the record.
- If the **Auto Assign Employee Number** field is not selected, in the **Employee** field, type an employee number and click **Retrieve**. If the employee number is available, the following message is displayed:

  Click **Yes** to continue and create the record. Otherwise, click **No**.

Add demographic information.

Field	Description
Staff ID/SSN (Social Security Number)	PEIMS Reporting Element This field is only enabled when adding a new employee record. Type the employee's nine-digit social security number, which uniquely identifies the employee. If this field needs to be updated for an existing employee, use the Personnel > Utilities > Change Staff ID utility. Reported to SSA, IRS, and TRS.
Texas Unique Staff ID	PEIMS Reporting Element Type the 10-digit unique staff ID assigned by the Texas Education Agency (TEA). If the employee does not have a Unique ID, click TSDS Unique ID to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA **must** have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.

Note: If the **Set Demo Alpha Fields to Uppercase** field is selected on the Personnel > Tables

> District HR Options page, the employee’s **Legal** and **Former Name** (**First**, **Middle**, **Last**, and **Maiden**) and **Address** fields are set to uppercase when a new employee demographic record is created or an existing record is updated.

❑ Under **Name**, complete the following **Legal** name fields:

Note: It is recommended that you have a copy of the employee's Social Security card available as the employee's legal name should be entered exactly how it is printed on the Social Security card.

Title	Click ⌄ to select a legal title for the employee.
First	PEIMS Reporting Element TWEDS Data Element: FIRST-NAME (E0703) Type the employee's first name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 17 characters and truncate the remaining characters. Reported to SSA, IRS, and TRS.
Middle	PEIMS Reporting Element TWEDS Data Element: MIDDLE-NAME (E0704) Type employee's middle name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 14 characters and truncate the remaining characters. If the employee does not have a middle name, leave the field blank. The middle name can be reported blank for employees only if the employee does not have a middle name on his identification documentation. Do not use text such as NONE or NA. Reported to SSA, IRS, and TRS.
Last	PEIMS Reporting Element TWEDS Data Element: LAST-NAME (E0705) Type employee's last name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters. Reported to SSA, IRS, and TRS.

Generation	PEIMS Reporting Element TWEDS Data Element: GENERATION-CODE (E0706) (Code table: C012) Click ⌄ to select a generation code for the employee. The field can be blank. The field must be blank if the employee does not have a generation suffix on his name based on the identification documentation used for employment. Reported to SSA, IRS, and TRS.
Maiden Name	Type the employee's maiden name, if applicable. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters.

☐ Complete the **Former** name fields (if the employee has a former name):

Title	Click ⌄ to select a legal title for the employee.
First	Type the employee's first name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 17 characters and truncate the remaining characters.
Middle	Type the employee's middle name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 14 characters and truncate the remaining characters.
Last	Type the employee's last name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters.
Generation	Click ⌄ to select a generation code for the employee.

☐ Under **Addresses**, complete the **Mailing** address fields for the employee.

It is recommended to avoid special characters including periods in the address fields to eliminate the possibility of errors when uploading PEIMS or UID data.

Number	Type the street number of the mailing address. The field can be a maximum of eight characters.
Street/P.O. Box	Type the street name or post office box number for the mailing address. The field can be a maximum of 20 characters.
Apt	Type the apartment number for the mailing address. The field can be a maximum of seven characters.
City	Type the city name for the mailing address. The field can be a maximum of 25 characters.
State	Click ⌄ to select a state for the mailing address.
Zip	Type the five-digit zip code for the mailing address. In the second **Zip** field, type the additional four digits of the zip code.
Country	Type the new or changed country of delivery.

If applicable, complete the following **Alternate** address fields. This information can be used to mail checks to employees at an address other than the mailing address. This address is used when the **Print Alternate Address** field is selected on the Pay Dates table.

☐ Under **Supplemental**, complete the following fields as needed:

Address	Type the new or changed supplemental street address or post office box number.
Country	Type the new or changed country of delivery.
Delivery Name	Type the name of the individual to whom mail is delivered if different than the employee.
Travel Commute Distance	Type the commute distance (the number of miles between the employee's home and assigned work location). Valid values are 0-999.9. This field can also be updated by the employee via the **Commute Distance Change** link on the Travel Reimbursement Requests page in EmployeePortal.

☐ Complete the following employee demographic fields:

Sex	PEIMS Reporting Element TWEDS Data Element: SEX-CODE (E0004) (Code table: C013) Click ⌄ to select the employee's gender. Reported to TRS and TEA.
DOB	PEIMS Reporting Element TWEDS Data Element: DATE-OF-BIRTH (E0006) Type the employee's date of birth in the MM-DD-YYYY format. Reported to TRS and TEA.
Marital Stat	Click ⌄ to select the employee's marital status. Actual status and not the W-4 status for withholding tax calculations.
Citizenship	Selected by default to indicate that the employee is a U.S. citizen. Clear the field to indicate that the employee is not a U.S. citizen.
Deceased	Select to indicate that the employee is deceased. Otherwise, leave the field blank.
Driver's License	Type the employee's driver's license number. The field can be a maximum of 19 characters.
State	Click ⌄ to select a state from which the employee's driver's license was issued.
DL Expir Date	Type the driver's license expiration date in the MM-DD-YYYY format.
Other Language	Select to indicate that the employee speaks another language. Otherwise, leave the field blank. If selected, the **Language** section is displayed allowing you to select the language(s) spoken by the employee. Click ⌄ to select a language. Click **+Add** to add a row. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

☐ Under **Ethnicity**, select all check boxes that apply for Ethnicity and Race options from the

Employee Ethnicity and Race Data Questionnaire.

Hispanic/Latino	PEIMS Reporting Element TWEDS Data Element: HISPANIC-LATINO-CODE (E1064) (Code table: C088) Select if the employee is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Otherwise, leave this field blank.

❑ Under **Race**, select all races that apply (at least one race must be selected) regardless if **Hispanic/Latino** is selected:

American Indian Alaskan Native	PEIMS Reporting Element TWEDS Data Element: AMERICAN-INDIAN-ALASKA-NATIVE-CODE (E1059) (Code table: C088) Select if the employee has origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian	PEIMS Reporting Element TWEDS Data Element: ASIAN-CODE (E1060) (Code table: C088) Select if the employee has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black African American	PEIMS Reporting Element TWEDS Data Element: BLACK-AFRICAN-AMERICAN-CODE (E1061) (Code table: C088) Select if the employee has origins in any of the black racial groups of Africa.
Native Hawaiian Pacific Islander	PEIMS Reporting Element TWEDS Data Element: NATIVE-HAWAIIAN-PACIFIC-ISLANDER-CODE (E1062) (Code table: C088) Select if the employee has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	PEIMS Reporting Element TWEDS Data Element: WHITE-CODE (E1063) (Code table: C088) Select if the employee has origins in any of the original peoples of Europe, the Middle East, or North Africa.

❑ Under **Phone**:

Complete the following for the **Hm** phone fields:

Area Cd	Type the three-digit area code of the employee's home phone number.

Phone Nbr	Type the seven-digit home phone number.

Complete the following **Bus** phone fields:

Area Cd	Type the three-digit area code of the employee's business phone number.
Phone Nbr	Type the seven-digit business phone number.
Ext	Type the four-digit maximum business extension number.

Complete the following **Cell** phone fields:

Area Cd	Type the three-digit area code of the employee's cell phone number.
Phone Nbr	Type the seven-digit cell phone number.

❑ Under **Restrictions**:

Local	Click ⌄ to select employee data that is restricted from local distribution.
Public	Click ⌄ to select employee data that is restricted from public distribution.

❑ Under **Local Use**, in the **1** and **2** fields, type the locally assigned data. The fields can be a maximum of ten characters.

❑ Click **Emp Notes** to add or view existing notes about a specific employee. The Employee Notes pop-up window is displayed. A paperclip is displayed on the **Emp Notes** button if there are existing notes.

Work E-mail	Type the employee's work email address. The field can be a maximum of 45 characters. Click **Work E-mail** to send an email message to the employee's work email address using your default email program. The To: email address is populated if the **Work E-mail** field contains an email address. The work email address is used by the system to send notifications from EmployeePortal such as wage and earning statements. This email address is also used to send workflow notifications from various applications (e.g., Purchasing, Warehouse, etc.).

Allowed work email address domains

Home E-mail	Type the employee's home email address. The field can be a maximum of 45 characters. Click **Home E-mail** to send an email message to the employee's home email address using your default email program. The To: email address is populated if the **Home E-mail** field contains an email address.

Note: Foreign home email addresses are allowed (e.g., @yahoo.co.uk, @btamail.net.cn, etc.).

❑ Under **Emergency Contact Information**:

Name	Type the full name of the person to contact for the employee in case of emergency. The field can be a maximum of 26 characters.
Relationship	Type the relation of the contact person to the employee. The field can be a maximum of 25 characters.

Phone	Type the phone information for the contact person in the **Area Cd**, **Phone Nbr**, and **Ext** fields.
Emergency Notes	Type any data pertinent to the employee but not covered by other fields on the tab. The field can be a maximum of 25 characters.

❏ Click **Save**.

Other functions and features:

Documents	View or attach supporting documentation.

Note: If you are adding a new employee record (**Add Emp**) and the Document Attachments feature is enabled for your LEA, the **Documents** button is not displayed until the record is saved.

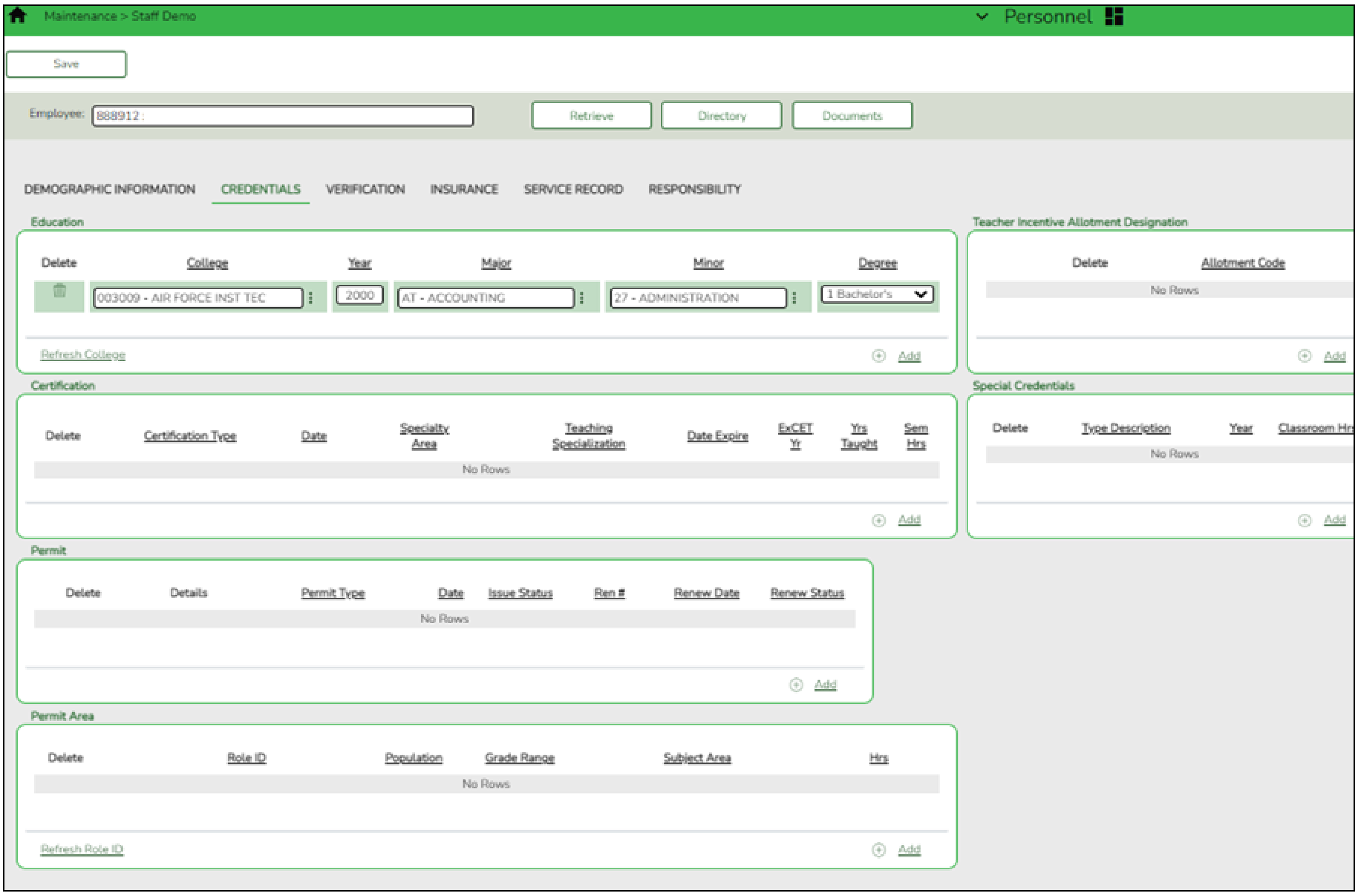
The following demographic tabs are not required to create a new employee record; however, they should be completed if the information is available.

Personnel > Maintenance > Staff Demo > Credentials

This tab contains the following employee information categories: education, certification, special credentials, permit, and permit area. The categories contain specific details about where the degree was received, as well as specifics about the certificates and special permits obtained by the employee.

This data is retrieved from the Personnel > Tables > Credential tabs.

The **Teaching Specialization** field is a PEIMS Reporting Element if it is associated with a PEIMS PK Teacher Requirement. Per TEA, if an LEA offers a four-year-old prekindergarten program, the program is considered a high-quality prekindergarten program. For additional information about the High-Quality Prekindergarten Program, review TEA website: https://tea.texas.gov/Academics/Early_Childhood_Education/High-Quality_Prekindergarten_Program/.


Maintenance > Staff Demo
Personnel
Save
Retrieve
Directory
Documents
DEMOGRAPHIC INFORMATION
CREDENTIALS
VERIFICATION
INSURANCE
SERVICE RECORD
RESPONSIBILITY
Refresh College
Add
Refresh Role ID

Employee: 888912 :

Education

Delete	College	Year	Major	Minor	Degree
	003009 - AIR FORCE INST TEC	2000	AT - ACCOUNTING	27 - ADMINISTRATION	1 Bachelor's

Teacher Incentive Allotment Designation

Delete	Allotment Code
No Rows	

Certification

Delete	Certification Type	Date	Specialty Area	Teaching Specialization	Date Expire	ExCET Yr	Yrs Taught	Sem Hrs
No Rows								

Special Credentials

Delete	Type Description	Year	Classroom Hrs
No Rows			

Permit

Delete	Details	Permit Type	Date	Issue Status	Ren #	Renew Date	Renew Status
No Rows							

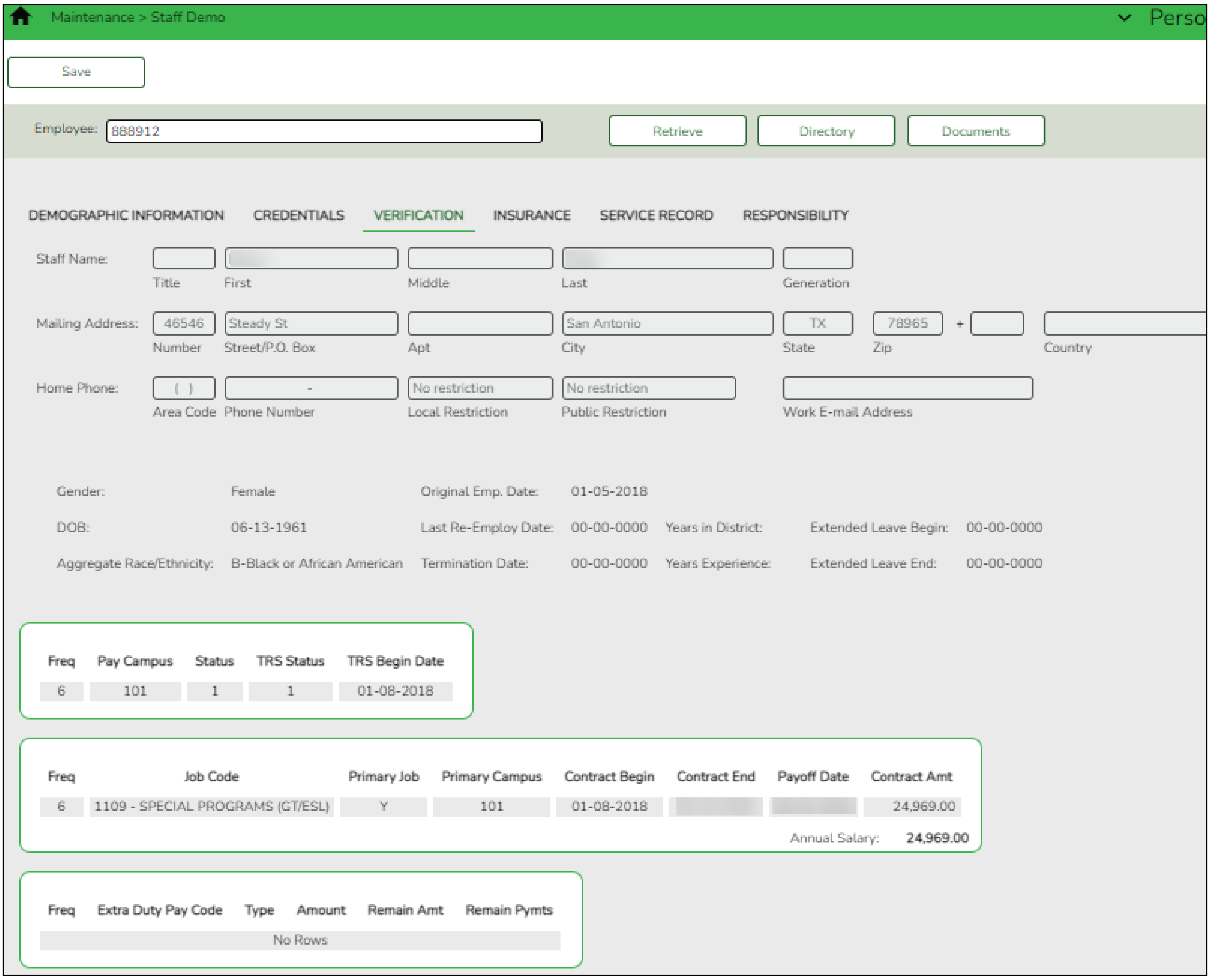
Permit Area

Delete	Role ID	Population	Grade Range	Subject Area	Hrs
No Rows					

Personnel > Maintenance > Staff Demo > Verification

This tab displays employee demographic information in addition to hiring, contract, and salary data. (Contract and salary data is based on the current logged-on pay frequency.)

Employee data on this page is display only for verification purposes and cannot be changed. Use the applicable maintenance pages to make changes.



Employee: 888912

Staff Name: Title: First: [redacted] Middle: Last: [redacted] Generation:

Mailing Address: Number: 46546 Street/P.O. Box: Steady St Apt: City: San Antonio State: TX Zip: 78965 + Country:

Home Phone: Area Code: ( ) Phone Number: - Local Restriction: No restriction Public Restriction: No restriction Work E-mail Address:

Gender: Female
Original Emp. Date: 01-05-2018
DOB: 06-13-1961
Last Re-Employ Date: 00-00-0000
Years in District:
Extended Leave Begin: 00-00-0000
Aggregate Race/Ethnicity: B-Black or African American
Termination Date: 00-00-0000
Years Experience:
Extended Leave End: 00-00-0000

Freq	Pay Campus	Status	TRS Status	TRS Begin Date
6	101	1	1	01-08-2018

Freq	Job Code	Primary Job	Primary Campus	Contract Begin	Contract End	Payoff Date	Contract Amt
6	1109 - SPECIAL PROGRAMS (GT/ESL)	Y	101	01-08-2018	[redacted]	[redacted]	24,969.00

Annual Salary: 24,969.00

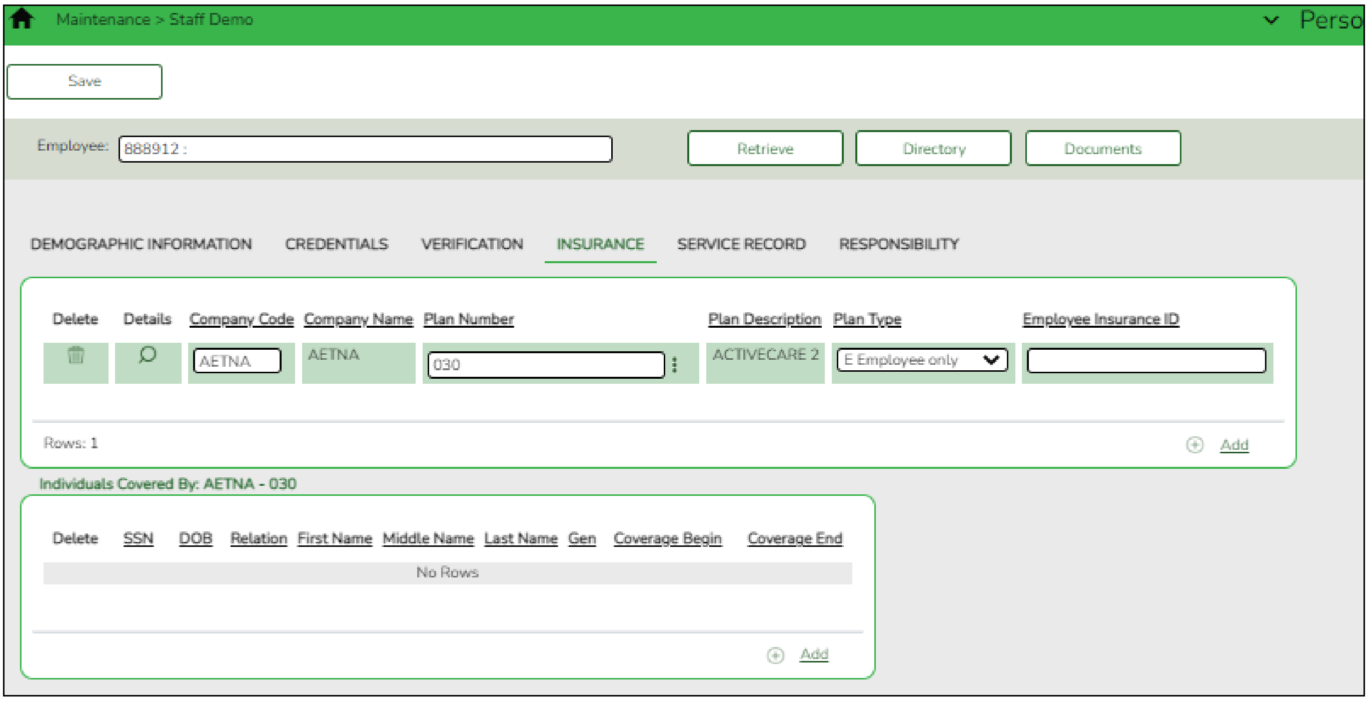
Freq	Extra Duty Pay Code	Type	Amount	Remain Amt	Remain Pymts
No Rows					

Personnel > Maintenance > Staff Demo > Insurance

This tab contains insurance information for the employee. The data includes the insurance company, the plan type, coverage information, the individuals covered by the plan, and the demographics of the covered dependents.

Since ACA is reported over a calendar year, some employees may have multiple rows if they changed insurance companies during the last enrollment period and you added insurance codes for each plan.

If this data is maintained throughout the calendar year for all applicable employees, you can use the Personnel > Utilities > Extract Insurance Data to 1095 Data page to extract insurance data from this tab to the Personnel > Maintenance > ACA 1095 YTD Data maintenance page(s). Most data will populate accurately; however, there are some records that may require manual edits.


Maintenance > Staff Demo
Perso
Save
Retrieve
Directory
Documents
DEMOGRAPHIC INFORMATION
CREDENTIALS
VERIFICATION
INSURANCE
SERVICE RECORD
RESPONSIBILITY
Add
Add

Employee: 888912 :

Delete	Details	Company Code	Company Name	Plan Number	Plan Description	Plan Type	Employee Insurance ID
		AETNA	AETNA	030	ACTIVECARE 2	E Employee only	

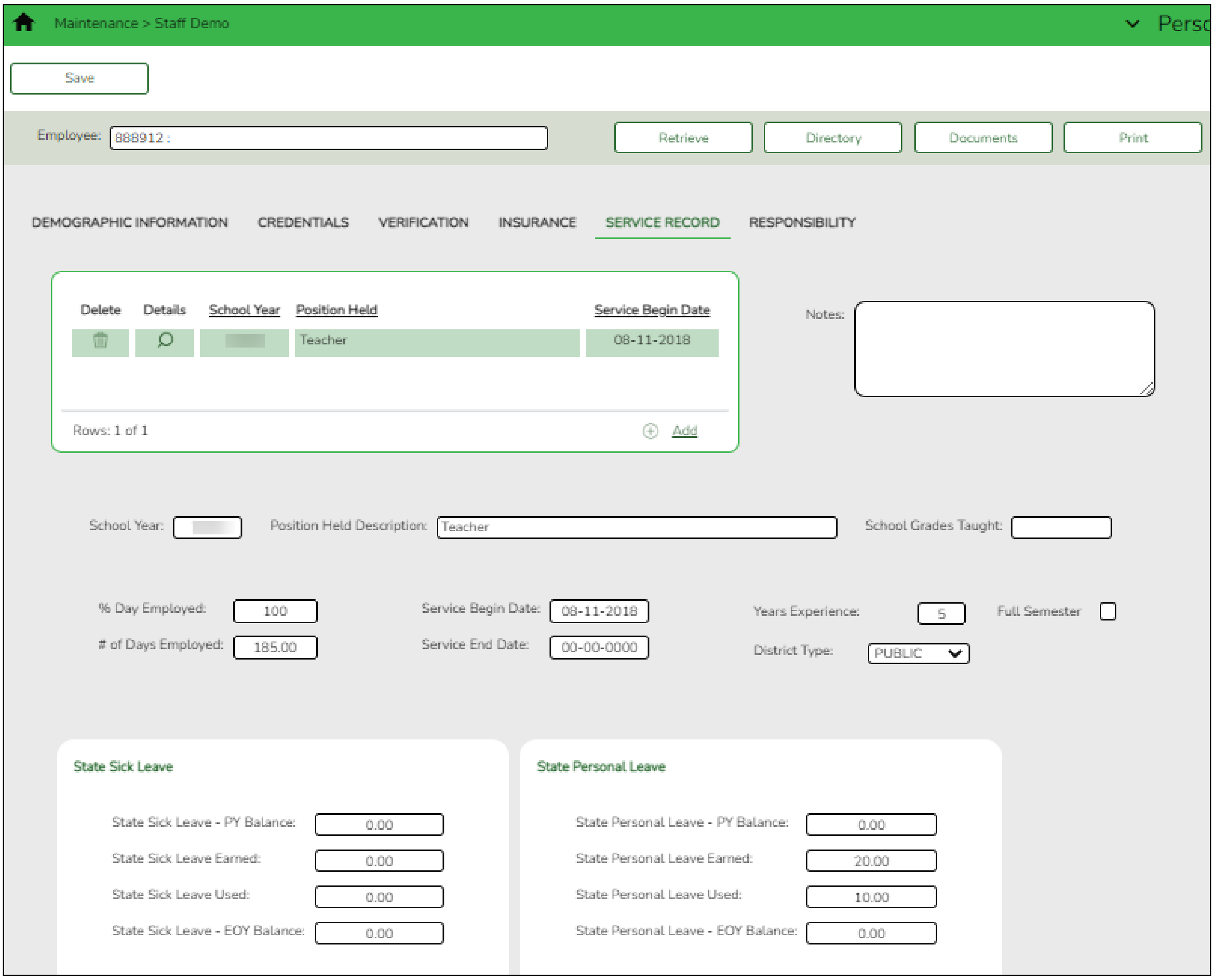
Rows: 1

Individuals Covered By: AETNA - 030

Delete	SSN	DOB	Relation	First Name	Middle Name	Last Name	Gen	Coverage Begin	Coverage End
No Rows									

Personnel > Maintenance > Staff Demo > Service Record

This tab contains service information for the employee. The data includes specific positions held, years of experience, service dates, as well as state and personal leave information. An employee may have multiple service records.



Employee: 888912 :

Delete	Details	School Year	Position Held	Service Begin Date
🗑	⌕	[redacted]	Teacher	08-11-2018

Rows: 1 of 1

Notes:

School Year: [redacted]
Position Held Description: Teacher
School Grades Taught:

% Day Employed: 100
# of Days Employed: 185.00
Service Begin Date: 08-11-2018
Service End Date: 00-00-0000
Years Experience: 5
Full Semester ☐
District Type: PUBLIC

State Sick Leave

State Sick Leave - PY Balance: 0.00
State Sick Leave Earned: 0.00
State Sick Leave Used: 0.00
State Sick Leave - EOY Balance: 0.00

State Personal Leave

State Personal Leave - PY Balance: 0.00
State Personal Leave Earned: 20.00
State Personal Leave Used: 10.00
State Personal Leave - EOY Balance: 0.00

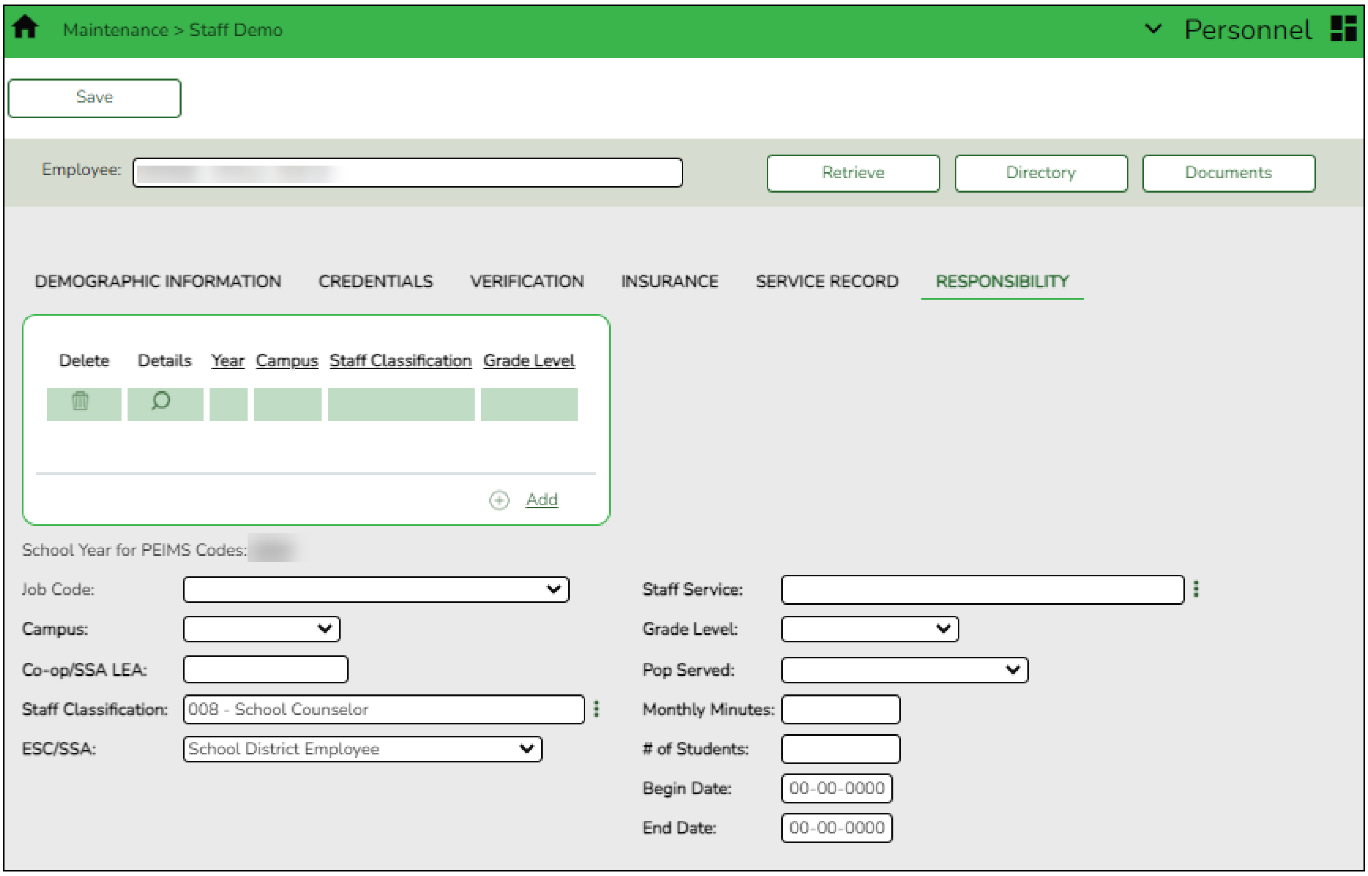
Personnel > Maintenance > Staff Demo > Responsibility

This tab is used to maintain job responsibility records for employees, which is used for state reporting purposes. Although responsibility records retrieve the necessary data from the Master Schedule for most classroom teachers, other employees such as administrators and classroom aides must be manually entered on this tab. Employees who have responsibilities at more than one campus, assume more than one role, and/or perform more than one type of service will have multiple records.

Review the Responsibilities - Quick Reference Chart.

Visit the TSDS Web-Enabled Data Standards website, select the appropriate **School Year**, and review the Data Components > Entities > StaffEducationOrganizationAssignmentAssociation Entity page for additional guidance on entering responsibility records.

Note: If you need to delete a responsibility record for multiple employees, use the Personnel > Utilities > Mass Delete > Responsibility Data page.


Maintenance > Staff Demo
Personnel
Save
Retrieve
Directory
Documents
DEMOGRAPHIC INFORMATION
CREDENTIALS
VERIFICATION
INSURANCE
SERVICE RECORD
RESPONSIBILITY
Delete
Details
Year
Campus
Staff Classification
Grade Level
Add

Employee: [redacted]

School Year for PEIMS Codes: [redacted]

Job Code:	
Campus:	
Co-op/SSA LEA:	
Staff Classification:	008 - School Counselor
ESC/SSA:	School District Employee
Staff Service:	
Grade Level:	
Pop Served:	
Monthly Minutes:	
# of Students:	
Begin Date:	00-00-0000
End Date:	00-00-0000