



## Update staff demographic data



# Table of Contents

**Update staff demographic data** ..... i



# Update staff demographic data

[Personnel](#) > [Maintenance](#) > [Staff Demo](#) > [Demographic](#)

Add new employees or update existing employees. Refer to the [ASCENDER - New Employee Setup](#) guide for additional information about adding new employees.

The Staff Demo information is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.

The screenshot shows the 'Demographic Information' tab of the Staff Demo form. At the top, there is a 'Save' button and a breadcrumb trail 'Maintenance > Staff Demo'. Below this is a search bar with 'Employee: 000006 : ADAMS, ADAME.' and buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. The form has several tabs: 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. Under 'DEMOGRAPHIC INFORMATION', there are fields for 'Staff ID/SSN: 110-26-2035', 'Texas Unique Staff ID: [ ]', and 'Last Change: 06-11-2008'. The 'Name' section includes 'Legal' and 'Former' dropdowns, and input fields for 'Title', 'First', 'Middle', 'Last', and 'Generation'. The 'Addresses' section has fields for 'Mailing', 'Alternate', and 'Supplemental' addresses, including 'Number', 'Street/P.O. Box', 'Apt', 'City', 'State', 'Zip', and 'Country'. A 'Travel Commute Distance' field is also present.

**Remember:** All employees must have a TX Unique ID number. The TX Unique ID number can be extracted on the [Personnel > Utilities > Texas Unique Staff ID Interface > Staff ID Export](#) tab.

The screenshot shows the 'Texas Unique Staff ID Interface' form. It has a breadcrumb trail 'Utilities > Texas Unique Staff ID Interface' and a 'Personnel' dropdown. The form has two tabs: 'STAFF ID EXPORT' and 'STAFF ID IMPORT'. Under 'STAFF ID EXPORT', there is a 'School Year' section with 'From: 2025' and 'To: 2026' input fields, and an 'Execute' button.

Save the file and forward it to your District PEIMS Coordinator to be processed.

The screenshot shows a web interface for 'Texas Unique Staff ID Interface'. The breadcrumb trail is 'Utilities > Texas Unique Staff ID Interface'. The page title is 'Personnel'. There are two tabs: 'STAFF ID EXPORT' and 'STAFF ID IMPORT', with the latter being the active tab. Below the tabs is a form area with the following elements:

- A label 'Import File:' followed by a text input field.
- A label 'File Name:' followed by a text input field.
- A 'Browse...' button.
- An 'Execute' button.