

Update staff demographic data

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Human Resources > Maintenance > Staff Demo > Demographic

Add new employees or update existing employees.

The following staff demographic tabs are shared between the current and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.

Remember: All employees must have a TX Unique ID number. The TX Unique ID number can be extracted in the next year pay frequency on the Human Resources > Utilities > Texas Unique Staff ID Interface > Staff ID Export tab. Save the file to your desktop and email the file for processing to your PEIMS contact person.