



## Update staff demographic data



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Maintenance > Staff Demo SessionTimer: 59 min and 44 sec HRS3000 County

Employee:

Demographic Information | Credentials | Verification | Insurance | Service Record | Responsibility

Staff ID/SSN: 058-56-9973 Texas Unique Staff ID:  Last Change: 06-09-2014

**Name**

Legal:

Former:

Title First Middle Last Generation Maiden Name

**Addresses**

	Number	Street/P.O. Box	Apt	City	State	Zip	Country
Mailing:	<input type="text" value="938"/>	<input type="text" value="ALABASTER"/>	<input type="text" value=""/>	<input type="text" value="Alamo City"/>	<input type="text" value="TX TEXAS"/>	<input type="text" value="47036"/>	<input type="text" value=""/>
Alternate:	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Supplemental:	<input type="text" value=""/>		<input type="text" value=""/>		<input type="text" value=""/>		<input type="text" value=""/>

Address Country Delivery Name

Sex:  Citizenship:  Driver's License:  DL State:

DOB:  Marital Stat:  Deceased:  DL Expir Date:  Other Language:

**Ethnicity**  Hispanic/Latino

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

American Indian Alaskan Native  Native Hawaiian Pacific Islander

Asian  White

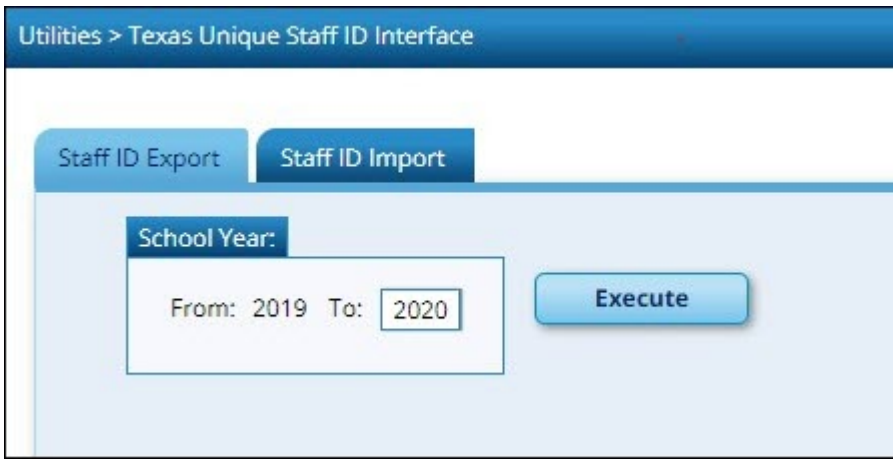
Black African American

Add new employees or update existing employees.

The Staff Demo 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.

## Image



Save the file to your desktop and email the file for processing to your District PEIMS Coordinator.

[Image](#)

