



# Update staff demographic data



# Table of Contents

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



Human Resources > Maintenance > Staff Demo > Demographic

Image

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

Save

Employee: 000004 : ABDIN II, AARON ORVILLE Retrieve Directory Add Emp Documents

Demographic Information Credentials Verification Insurance Service Record Responsibility

Staff ID/SSN: 058-56-9973 Texas Unique Staff ID: 7425284325 Last Change: 06-09-2014

Name

Legal: AARON ORVILLE ABDIN 3 II Maiden Name

Former: Title First Middle Last Generation

Addresses

Mailing: Number 938 Street/P.O. Box ALABASTER Apt City Alamo City State TX TEXAS Zip 47036 Country

Alternate: Address Country Delivery Name

Supplemental: Address Country Delivery Name

Sex: M Male Citizenship Driver's License DL State: TX TEXAS

DOB: 08-23-1948 Marital Stat: M Married Deceased DL Expir Date: 00-00-0000 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 year 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 to your District PEIMS Coordinator to be processed.

[Image](#)

