

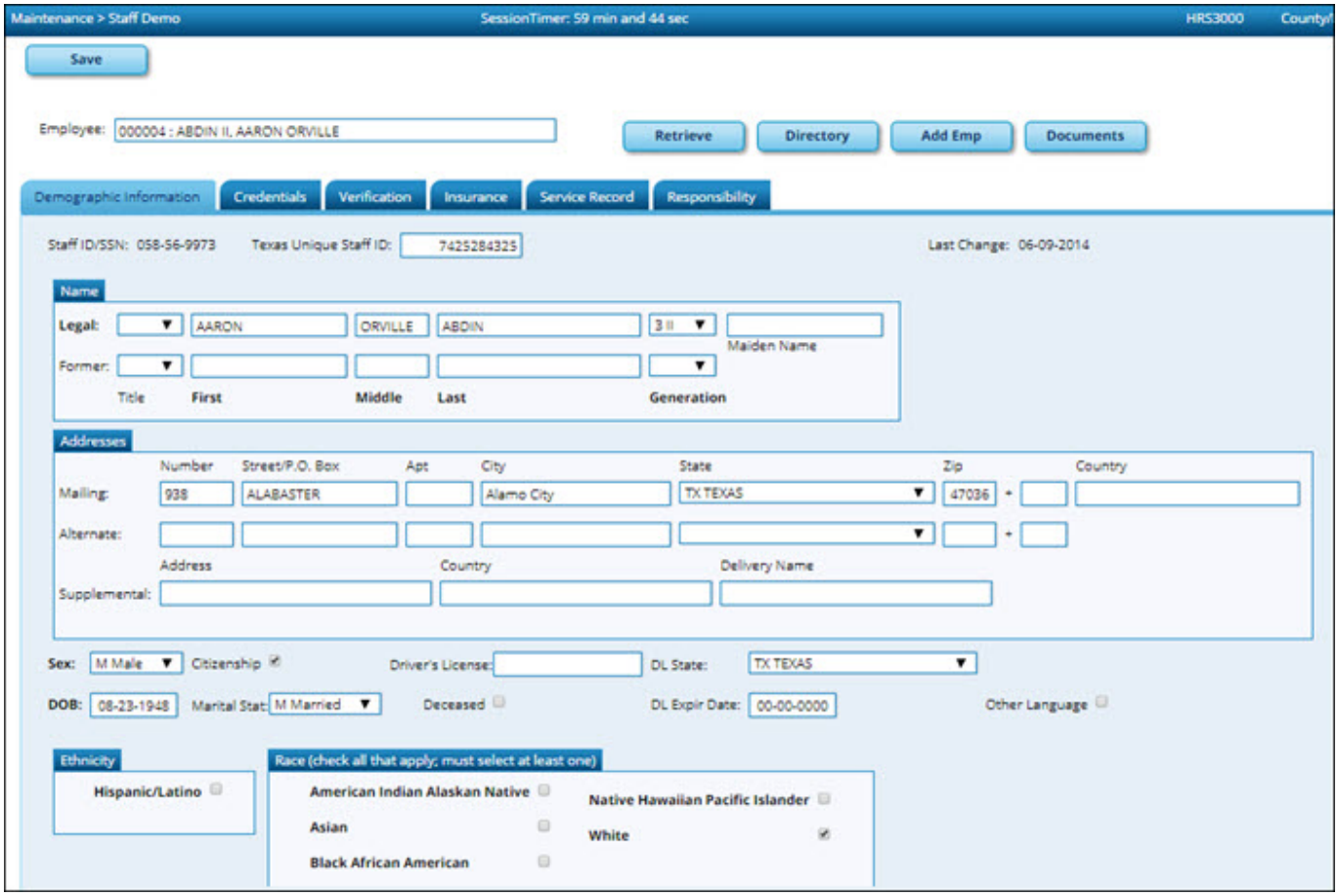
Update staff demographic data

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Human Resources > Maintenance > Staff Demo > Demographic

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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.

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Save the file to your desktop and email the file to your District PEIMS Coordinator to be processed.

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