



Update staff demographic data

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Human Resources > Maintenance > Staff Demo > Demographic

The screenshot shows a web interface for 'Maintenance > Staff Demo'. At the top, it displays 'SessionTimer: 59 min and 44 sec', 'HRS3000', and 'County:'. Below the header is a 'Save' button. An 'Employee:' field contains '000004 : ABDIN IL AARON ORVILLE'. To the right are buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. The main section is titled 'Demographic Information' and includes tabs for 'Credentials', 'Verification', 'Insurance', 'Service Record', and 'Responsibility'. It shows 'Staff ID/SSN: 058-56-9973', 'Texas Unique Staff ID: 7425284325', and 'Last Change: 06-09-2014'. The 'Name' section has fields for 'Legal:' (AARON, ORVILLE, ABDIN), '3rd' generation, and 'Former:' (Title, First, Middle, Last, Generation). The 'Addresses' section includes 'Mailing:' (938 ALABASTER, Alamo City, TX TEXAS, 47036) and 'Alternate:' fields. Below are 'Sex:' (M Male), 'Citizenship', 'Drivers License', 'DL State: TX TEXAS', 'DOB: 08-23-1948', 'Marital Stat: M Married', 'Deceased', 'DL Expir Date: 00-00-0000', and 'Other Language'. The 'Ethnicity' section has 'Hispanic/Latino' selected. The 'Race' section has 'White' selected.

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.

The screenshot shows the 'Utilities > Texas Unique Staff ID Interface' with 'Staff ID Export' and 'Staff ID Import' tabs. The 'School Year:' section has 'From: 2019' and 'To: 2020' fields, and an 'Execute' button.

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

Utilities > Texas Unique Staff ID Interface

Staff ID Export Staff ID Import

Import File:

File Name: