



## Update staff demographic data



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Human Resources > Maintenance > Staff Demo > Demographic

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.

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: