



Update staff demographic data

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Personnel > Maintenance > Staff Demo > Demographic

The screenshot shows a web application interface for 'Maintenance > Staff Demo'. At the top, there is a green header with a home icon, the breadcrumb 'Maintenance > Staff Demo', and a 'Personnel' dropdown menu. Below the header is a 'Save' button. The main content area has a light green background and contains the following elements:

- Employee ID: 000006 : ADAMS, ADAM E. with buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'.
- Navigation tabs: DEMOGRAPHIC INFORMATION (selected), CREDENTIALS, VERIFICATION, INSURANCE, SERVICE RECORD, RESPONSIBILITY.
- Staff ID/SSN: 110-26-2035, Texas Unique Staff ID: [input field], Last Change: 06-11-2008.
- Name** section:
 - Legal: [dropdown] ADAM, [input] E., [input] ADAMS, [dropdown] [input] Maiden Name.
 - Former: [dropdown] [input] [input] [input] [dropdown] [input].
 - Labels below: Title, First, Middle, Last, Generation.
- Addresses** section:
 - Mailing: [input] Number, [input] Street/P.O. Box (P.O. BOX 146), [input] Apt, [input] City (Alamo City), [input] State (TX Texas), [input] Zip (51838), [input] Country.
 - Alternate: [input] [input] [input] [input] [input] [input] [input].
 - Supplemental: [input] Address, [input] Country, [input] Delivery Name.
 - Travel Commute Distance: [input] 0.0.

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 [Personnel > Utilities > Texas Unique Staff ID Interface > Staff ID Export](#) tab.

The screenshot shows a web application interface for 'Utilities > Texas Unique Staff ID Interface'. At the top, there is a green header with a home icon, the breadcrumb 'Utilities > Texas Unique Staff ID Interface', and a 'Personnel' dropdown menu. Below the header, there are two tabs: 'STAFF ID EXPORT' (selected) and 'STAFF ID IMPORT'. The main content area has a light gray background and contains the following elements:

- School Year: From: 2025 To: 2026 (with a dropdown for 2026).
- An 'Execute' button.

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

STAFF ID EXPORT STAFF ID IMPORT

Import File:

File Name:

Browse...

Execute