



Update staff demographic data

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The screenshot shows the 'Demographic Information' tab of the Staff Demo form. At the top, there is a 'Save' button and a breadcrumb trail: 'Maintenance > Staff Demo'. Below this is a green header bar with 'Personnel' and a menu icon. The main form area has a search bar containing 'Employee: 000006 : ADAMS, ADAM E.' and buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. A navigation bar includes tabs for 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'DEMOGRAPHIC INFORMATION' section contains fields for 'Staff ID/SSN: 110-26-2035', 'Texas Unique Staff ID: []', and 'Last Change: 06-11-2008'. The 'Name' section has dropdowns for 'Legal:' and 'Former:', followed by input fields for 'Title', 'First', 'Middle', 'Last', and 'Generation'. The 'Addresses' section includes fields for 'Mailing:', 'Alternate:', and 'Supplemental:' addresses, with sub-fields for 'Number', 'Street/P.O. Box', 'Apt', 'City', 'State', 'Zip', and 'Country'. A 'Travel Commute Distance:' field is set to '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 the 'Texas Unique Staff ID Interface' form. It has a green header bar with 'Utilities > Texas Unique Staff ID Interface' and 'Personnel' with a menu icon. Below the header, there are two tabs: 'STAFF ID EXPORT' (which is selected) and 'STAFF ID IMPORT'. A 'School Year:' section contains 'From: 2025 To: 2026' and an 'Execute' button.

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

Utilities > Texas Unique Staff ID Interface Personnel

STAFF ID EXPORT STAFF ID IMPORT

Import File:
File Name: