



Update staff demographic data

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Add new employees or update existing employees. The Staff Demo information is 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 on the [Personnel > Utilities > Texas Unique Staff ID Interface > Staff ID Export](#) tab.

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

STAFF ID EXPORT STAFF ID IMPORT

Import File:

File Name:

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Execute