



Update staff demographic data

Table of Contents

Update staff demographic data i

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[Personnel](#) > [Maintenance](#) > [Staff Demo](#) > [Demographic](#)

Maintenance > Staff Demo Personnel

Save

Employee: 000006 : ADAMS, ADAM E. Retrieve Directory Add Emp Documents

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: 110-26-2035 Texas Unique Staff ID: Last Change: 06-11-2008

Name

Legal: ADAM E. ADAMS Maiden Name

Former: Title First Middle Last Generation

Addresses

Mailing: Number Street/P.O. Box Apt City State Zip Country

Alternate: Number Street/P.O. Box Apt City State Zip Country

Supplemental: Address Country Delivery Name

Travel Commute Distance: 0.0

Add new employees or update existing employees. Refer to the [ASCENDER - New Employee Setup](#) guide for additional information about adding new 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.

Utilities > Texas Unique Staff ID Interface Personnel

STAFF ID EXPORT STAFF ID IMPORT

School Year:

From: 2025 To: 2026 Execute

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

The screenshot shows a web application interface with a green header bar. On the left, there is a home icon and the text "Utilities > Texas Unique Staff ID Interface". On the right, there is a dropdown menu labeled "Personnel" and a grid icon. Below the header, there are two tabs: "STAFF ID EXPORT" and "STAFF ID IMPORT", with the latter being selected. The main content area contains an "Import File:" label, a "File Name:" input field, a "Browse..." button, and an "Execute" button.