



# traveldemodistance



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Personnel > Maintenance > Staff Demo > Demographic Information

Indicate the employee's commute distance. This information is used when calculating travel distances for travel reimbursement requests.

The screenshot shows a web application interface for 'Personnel' management. The breadcrumb trail is 'Maintenance > Staff Demo > Personnel'. The page title is 'Personnel'. There is a 'Save' button at the top left. Below it, there is an 'Employee:' field with the value '000009' and buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Docum'. The main content area has tabs for 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'DEMOGRAPHIC INFORMATION' tab is active. It shows 'Staff ID/SSN:' and 'Texas Unique Staff ID:' with the value '5960847611'. The 'Last Change:' is '09-02-2014'. The 'Name' section has fields for 'Legal:', 'Former:', 'Title', 'First', 'Middle', 'Last', and 'Generation'. The 'Addresses' section has fields for 'Mailing:', 'Alternate:', and 'Supplemental:'. The 'Travel Commute Distance' field is circled in red and contains the value '0.0'.

In the **Travel Commute Distance** field, type the commute distance (the number of miles between the employee's home and assigned work location). Valid values are 0-999.9.

This field can also be updated by the employee via the **Commute Distance Change** link on the Travel Reimbursement Requests page in EmployeePortal.

Click **Save**.