


# demographicinformation

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# Demographic Information - HRS3000

***Human Resources > Maintenance > Staff Demo > Demographic Information***

This tab is used to enter personnel data including name, address, phone number, and emergency information. The data established through this tab is used throughout the system.

**Notes**:

- Warning: If the **School Year for PEIMS Codes** field does not contain a valid value on the Tables > District HR Options page, then values will not be displayed in the PEIMS drop-down fields (e.g., Sex, Ethnicity, etc.).
- TEAM ED20 (Demo) and ED25 (Demo Adj) records are automatically created when any demographic information changes are made on this tab.

## Retrieve or add demographic information:

| | | | | |
|---|---|---|---|---|
| **Add Emp** | Add an employee record.<br>❑ Click **Add Emp** to add a new employee record. A blank record is displayed allowing you to begin entering data.<br>•<br>If the **Auto Assign Employee Number** field is selected on the Payroll or Personnel > Tables > District HR Options page, the employee is assigned the next available employee number upon saving the record.<br>•<br>If the **Auto Assign Employee Number** field is not selected, in the **Employee** field, type an employee number and click **Retrieve**. If the employee number is available, the following message is displayed:<br><br>Click **Yes** to continue and create the record. Otherwise, click **No**. | OR | **Retrieve an existing record.** | Search for a record.<br>Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees directory. |

| Field | Description |
|---|---|
| **Staff ID/SSN** | (**Only enabled when adding a new employee record**.)Type the staff ID which is a nine-digit social security number uniquely identifying the employee. |
| **Texas Unique Staff ID** | Type the staff ID which is a 10-digit number assigned to a staff member by the Texas Education Agency. This field is required. |
| **Last Change** | The date that the employee's record was last changed is displayed in the MMDDYYYY format. Once a record is saved, the date of the last change to any data on the tab is displayed. |

Under **Name**:

**Note**: If the **Set Demo Alpha Fields to Uppercase** field is selected on the Personnel > Tables > District HR Options page, the employee's **Legal** and **Former Name** (**First**, **Middle**, **Last**, and **Maiden**) and **Address** fields are set to uppercase when a new employee demographic record is created or an existing record is updated.

❑ Under **Name**, complete the following **Legal** name fields:

**Note**: It is recommended that you have a copy of the employee's Social Security card available. Enter the employee's legal name exactly as it appears on the card.

| | |
|---|---|
| **Title** | Click ⌄ to select a legal title for the employee. |
| **First** | Type the employee's first name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 17 characters and truncate the remaining characters.<br><br>Reported to SSA, IRS, and TRS. |
| **Middle** | Type employee's middle name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 14 characters and truncate the remaining characters. If the employee does not have a middle name, leave the field blank. The middle name can be reported blank for employees only if the employee does not have a middle name on his identification documentation. Do not use text such as NONE or NA.<br><br>Reported to SSA, IRS, and TRS. |
| **Last** | Type employee's last name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters.<br><br>Reported to SSA, IRS, and TRS. |
| **Generation** | Click ⌄ to select a generation code for the employee. The field can be blank. The field must be blank if the employee does not have a generation suffix on his name based on the identification documentation used for employment. Reported to SSA, IRS, and TRS. |
| **Maiden Name** | Type the employee's maiden name, if applicable. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters. |

❑ Complete the **Former** name fields (if the employee has a former name):

| | |
|---|---|
| **Title** | Click ⌄ to select a legal title for the employee. |
| **First** | Type the employee's first name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 17 characters and truncate the remaining characters. |

| | |
|---|---|
| **Middle** | Type the employee's middle name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 14 characters and truncate the remaining characters. |
| **Last** | Type the employee's last name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters. |
| **Generation** | Click ⌄ to select a generation code for the employee. |

Under **Addresses**:

❑ Under **Addresses**, complete the **Mailing** address fields for the employee.



**It is recommended** to avoid special characters including periods in the address fields to eliminate the possibility of errors when uploading PEIMS or UID data.

| | |
|---|---|
| **Number** | Type the street number of the mailing address. The field can be a maximum of eight characters. |
| **Street/P.O. Box** | Type the street name or post office box number for the mailing address. The field can be a maximum of 20 characters. |
| **Apt** | Type the apartment number for the mailing address. The field can be a maximum of seven characters. |
| **City** | Type the city name for the mailing address. The field can be a maximum of 25 characters. |
| **State** | Click ⌄ to select a state for the mailing address. |
| **Zip** | Type the five-digit zip code for the mailing address. In the second **Zip** field, type the additional four digits of the zip code. |
| **Country** | Type the new or changed country of delivery. |

If applicable, complete the following **Alternate** address fields. This information can be used to mail checks to employees at an address other than the mailing address. This address is used when the **Print Alternate Address** field is selected on the Pay Dates table.

❑ Under **Supplemental**, complete the following fields as needed:

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|---|---|
| **Address** | Type the new or changed supplemental street address or post office box number. |
| **Country** | Type the new or changed country of delivery. |
| **Delivery Name** | Type the name of the individual to whom mail is delivered if different than the employee. |
| **Travel Commute Distance** | Type the commute distance (the number of miles between the employee's home and assigned work location). Valid values are 0-999.9.<br><br>This field can also be updated by the employee via the **Commute Distance Change** link on the Travel Reimbursement Requests page in EmployeePortal. |
| **Sex** | Click ⌄ to select the gender of the employee. |
| **DOB** | Type the employee date of birth in the MMDDYYYY format. |

| | |
|---|---|
| **Marital Stat** | Click to select the marital status of the employee. |
| **Citizenship** | Selected by default to indicate that the employee is a U.S. citizen. Clear the field to indicate that the employee is not a U.S. citizen. |
| **Deceased** | Select to indicate that the employee is deceased. Otherwise, leave the field blank. |
| **Driver's License** | Type the driver's license number of the employee. The field can be a maximum of 19 characters. |
| **State** | Click to select a state from which the employee's driver's license was issued. |
| **DL Expir Date** | Type the driver's license expiration date in the MMDDYYYY format. |
| **Other Language** | Select to indicate that the employee speaks another language. Otherwise, leave the field blank.<br><br>If selected, the **Language** section is displayed allowing you to select the language(s) spoken by the employee.<br><br>Click to select a language.<br><br>Click **+Add** to add a row.<br><br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |

Under **Ethnicity**:

| | |
|---|---|
| **Hispanic/Latino** | Select if the employee is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Otherwise, leave this field blank. |

Under **Race** (check all that apply; must select at least one), select one or more of the following, regardless if **Hispanic/Latino** is selected:

| | |
|---|---|
| **American Indian Alaskan Native** | Select if the employee has origins in any of the original peoples of North and South America (including Central America). |
| **Asian** | Select if the employee has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam). |
| **Black African American** | Select if the employee has origins in any of the black racial groups of Africa. |
| **Native Hawaiian Pacific Islander** | Select if the employee has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. |
| **White** | Select if the employee has origins in any of the original peoples of Europe, the Middle East, or North Africa. |

Under **Phone**:

Complete the following for the **Hm** phone fields:

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|---|---|
| **Area Cd** | Type the three-digit area code of the employee's home phone number. |
| **Phone Nbr** | Type the seven-digit home phone number. |

Complete the following **Bus** phone fields:

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|---|---|
| **Area Cd** | Type the three-digit area code of the employee's business phone number. |
| **Phone Nbr** | Type the seven-digit business phone number. |
| **Ext** | Type the four-digit maximum business extension number. |

Complete the following **Cell** phone fields:

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|---|---|
| **Area Cd** | Type the three-digit area code of the employee's cell phone number. |
| **Phone Nbr** | Type the seven-digit cell phone number. |

Under **Restrictions**:

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|---|---|
| **Local** | Click ⌄ to select any areas of personnel data that are restricted from local distribution. |
| **Public** | Click ⌄ to select any areas of personnel data that are restricted from public distribution. |

Under **Local Use**, in the **1** and **2** fields, type the locally assigned data. The fields can be a maximum of ten characters.

Click **Emp Notes** to add or view existing notes about a specific employee. The Employee Notes pop-up window is displayed. A paperclip is displayed on the **Emp Notes** button if there are existing notes.

| | |
|---|---|
| **Work E-mail** | Type the employee's work e-mail address. The field can be a maximum of 45 characters. Click **Work E-mail** to send an e-mail to the employee's work e-mail address using your default e-mail program. The To: e-mail address is populated if the **Work E-mail** field contains an e-mail address. |

Allowed work email address domains

- .com
- .net
- .org
- .edu
- .biz
- .tv
- .us
- .cc
- .ws
- .bz
- .vg
- .gov
- .ms
- .tc
- .gs
- .info
- .name

| | |
|---|---|
| **Home E-mail** | Type the employee's home e-mail address. The field can be a maximum of 45 characters. Click **Home E-mail** to send an e-mail to the employee's home e-mail address using your default email program. The To: e-mail address is populated if the **Home E-mail** field contains an email address. |

**Note**: Foreign home email addresses are allowed (e.g., @yahoo.co.uk, @btamail.net.cn, etc.).

Under **Emergency Contact Information**:

| | |
|---|---|
| **Name** | Type the full name of the person to contact for the employee in case of emergency. The field can be a maximum of 26 characters. |
| **Relationship** | Type the relation of the contact person to the employee. The field can be a maximum of 25 characters. |
| **Phone** | Type the phone information for the contact person in the **Area Cd**, **Phone Nbr**, and **Ext** fields. |
| **Emergency Notes** | Type any data pertinent to the employee but not covered by other fields on the tab. The field can be a maximum of 25 characters. |

Click **Save**.

## Other functions and features:

| | |
|---|---|
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. |