

Change Staff ID/TX Unique ID - HRS7200

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This utility is used to correct Staff IDs/Social Security Numbers and TX Unique IDs. You can only update one ID at a time, either the **Staff ID/SSN** or **TX Unique ID**.

Modify an ID:

Field	Description
Employee	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.

Under **Staff ID**:

Old Staff ID/SSN	The employee's existing staff ID/Social Security Number is displayed.
Enter New Staff ID/SSN	Type the employee's updated nine-digit staff ID/Social Security Number.

Under **TX Unique ID**:

Old TX Unique ID	The employee's existing TX Unique ID is displayed.
Enter New TX Unique ID	Type the employee's updated TX Unique ID.

❑ Click **Execute** to execute the process. A message is displayed confirming that you want to continue.

- Click **Yes** to continue the process.
- Click **No** to cancel the process.

If you click **Yes**, a message is displayed indicating that the staff ID process completed successfully. Click **OK**.