

Change Staff ID/TX Unique ID - HRS7200

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Personnel > Utilities > Change Staff ID

This utility is used to correct staff ID numbers/social security numbers.

Change a staff 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.
Enter New Staff ID/SSN	Type the new nine-digit ID number.

❑ 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**.