

Staff ID Import - HRS8700

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This utility is used to import a file that was previously exported on the Staff ID Export page and was processed by the Texas Education Agency (TEA). The file will update the employee's demographic Texas unique staff ID with the TEA employee-assigned Texas Student Data System (TSDS) unique ID.

Non-employee instructional staff members are included if the **First** and **Last** name, **Sex**, **Date of Birth**, and **SSN** fields are populated, and at least one **Race** is selected on the Maintenance > Non-Employee page in District Administration.

Import staff ID tables:

If the **Import Path** field indicates (none selected) or does not indicate the desired file name, click **Browse** and perform one of the following functions:

- Type the drive and folder name from where you want to import the tables, and click **Submit** to accept the import file name and return to the Staff ID Import page.
- Click **Browse** to select the folder and import file. Click **Open** to select the file name, or click Cancel to close the dialog box without selecting a file.
    - Click **Submit** to accept the import file name and return to the Staff ID Import page.
    - Click **Cancel** to close the dialog box without processing.

Click **Execute** to start the import function.

A message is displayed indicating that you are about to import staff ID tables and confirming that you want to continue. Click **Yes** to continue the import. Otherwise, click **No** to cancel the import.

Type a password for the imported file, and then click **Execute**.

A message is displayed indicating that the import process completed successfully. Click **OK**.