

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:

❑ Click **Browse**. A pop-window is displayed.

- Click **Choose File**. Locate and select the file on your computer or network and click **Submit**. The file name is displayed next to **File Name**.
- Click **Cancel** to return to the Staff ID Import tab without selecting a file.

❑ Click **Execute** to start the import function. The Texas Unique ID Staff Import Report is displayed. Review the report.

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