

scheduling_staff_id_guide

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Do one of the following depending on the district's HR settings:

• If the field is set to *Employee Number*, but the employee demographic table does not exist in the Human Resources application, type the instructor's employee number.

• If the field is set to *Employee Number*, and the employee demographic table contains employee number information, you must click ⋮ to select an instructor's employee number. Employees and non-employees will be available in the lookup if the employee demographic table contains values for their social security number, date of birth, and sex.

If you change a staff ID on this page, the staff ID will be changed across all applications and campuses. Principal/counselors who are also instructors will only have one staff ID.


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