



## Set Staff ID to Employee Number



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# Set Staff ID to Employee Number

**Registration > Utilities > Set Staff ID to Employee Number**

This utility replaces staff social security numbers with the employee numbers in Human Resources for all current year and next year staff records where a matching social security number is found. If a match is not found, the employee will be listed on the exception report. If run at the district level, staff IDs are changed at all campuses.

**WARNING:** The results of this utility cannot be undone except to manually change each individual staff ID.

The utility can be run multiple times as needed.

## Update data:

Field	Description
<b>Print Exceptions</b>	Click to view a list of employees whose staff ID will not be changed because the utility could not find matching social security numbers.

Fix any exceptions.

Click **Execute**.



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