



# Set Staff ID to Employee Number



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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>	<p>View a list of employees whose staff ID will not be changed because the utility could not find matching social security numbers.</p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.            Click  to go back one page.            Click  to go forward one page.            Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.            Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.            Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>

Fix any exceptions.

Click **Execute**. The staff IDs are changed to employee numbers.



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