



**body**



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Field	Description
<b>Staff ID/SSN (Social Security Number)</b>	<p>This field is only enabled when adding a new employee record. Type the employee's nine-digit Staff ID/Social Security Number, which uniquely identifies the employee.</p> <p>If the <b>Staff ID/SSN</b> requires a change, the change must be completed using the <b>TStaff ID</b> section on the <a href="#">Personnel &gt; Utilities &gt; Change Staff ID/TX Unique ID</a> page.</p> <p>Reported to SSA, IRS, and TRS.</p>
<b>Texas Unique Staff ID</b>	<p>Type the 10-digit Texas Unique Staff ID issued by the Texas Education Agency (TEA).</p> <p>Once a value is entered and saved in this field, the field becomes display only and you can no longer make edits to the field. If the <b>Texas Unique Staff ID</b> requires a change, the change must be completed using the <b>TX Unique ID</b> section on the <a href="#">Personnel &gt; Utilities &gt; Change Staff ID/TX Unique ID</a> page.</p> <p>If the employee does not have a Texas Unique Staff ID, click <a href="#">TSDS Unique ID</a> to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA <b>must</b> have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.</p> <p>Review the <a href="#">Assign a TSDS Unique ID</a> guide for additional information.</p>

**Note:** If the **Set Demo Alpha Fields to Uppercase** field is selected on the [Personnel > Tables > District HR Options](#) page, the employee's **Legal** and **Former Name (First, Middle, Last, and Maiden)** and **Address** fields are set to uppercase when a new employee demographic record is created or an existing record is updated.

☐ Under **Name**, complete the following **Legal** name fields:

**Note:** It is recommended that you have a copy of the employee's Social Security card available as the employee's legal name should be entered exactly how it is printed on the Social Security card.

<b>Title</b>	Click  to select a legal title for the employee.
<b>First</b>	<p>Type the employee's first name. The field can be a maximum of 60 characters; however, only <a href="#">select pages</a> display all characters. All other pages display 17 characters and truncate the remaining characters.</p> <p>Reported to SSA, IRS, and TRS.</p>

<b>Middle</b>	Type employee's middle name. The field can be a maximum of 60 characters; however, only <a href="#">select pages</a> display all characters. All other pages display 14 characters and truncate the remaining characters. If the employee does not have a middle name, leave the field blank. The middle name can be reported blank for employees only if the employee does not have a middle name on his identification documentation. Do not use text such as NONE or NA.  Reported to SSA, IRS, and TRS.
<b>Last</b>	Type employee's last name. The field can be a maximum of 60 characters; however, only <a href="#">select pages</a> display all characters. All other pages display 25 characters and truncate the remaining characters.  Reported to SSA, IRS, and TRS.
<b>Generation</b>	Click ▼ to select a generation code for the employee. The field can be blank. The field must be blank if the employee does not have a generation suffix on his name based on the identification documentation used for employment. Reported to SSA, IRS, and TRS.
<b>Maiden Name</b>	Type the employee's maiden name, if applicable. The field can be a maximum of 60 characters; however, only <a href="#">select pages</a> display all characters. All other pages display 25 characters and truncate the remaining characters.

☐ Complete the **Former** name fields (if the employee has a former name):

<b>Title</b>	Click ▼ to select a legal title for the employee.
<b>First</b>	Type the employee's first name. The field can be a maximum of 60 characters; however, only <a href="#">select pages</a> display all characters. All other pages display 17 characters and truncate the remaining characters.
<b>Middle</b>	Type the employee's middle name. The field can be a maximum of 60 characters; however, only <a href="#">select pages</a> display all characters. All other pages display 14 characters and truncate the remaining characters.
<b>Last</b>	Type the employee's last name. The field can be a maximum of 60 characters; however, only <a href="#">select pages</a> display all characters. All other pages display 25 characters and truncate the remaining characters.
<b>Generation</b>	Click ▼ to select a generation code for the employee.

☐ Under **Addresses**, complete the **Mailing** address fields for the employee.



**It is recommended** to avoid special characters including periods in the address fields to eliminate the possibility of errors when uploading PEIMS or UID data.

<b>Number</b>	Type the street number of the mailing address. The field can be a maximum of eight characters.
<b>Street/P.O. Box</b>	Type the street name or post office box number for the mailing address. The field can be a maximum of 20 characters.
<b>Apt</b>	Type the apartment number for the mailing address. The field can be a maximum of seven characters.
<b>City</b>	Type the city name for the mailing address. The field can be a maximum of 25 characters.
<b>State</b>	Click ▼ to select a state for the mailing address.
<b>Zip</b>	Type the five-digit zip code for the mailing address. In the second <b>Zip</b> field, type the additional four digits of the zip code.
<b>Country</b>	Type the new or changed country of delivery.

If applicable, complete the following **Alternate** address fields. This information can be used to mail checks to employees at an address other than the mailing address. This address is used when the **Print Alternate Address** field is selected on the Pay Dates table.

☐ Under **Supplemental**, complete the following fields as needed:

<b>Address</b>	Type the new or changed supplemental street address or post office box number.
<b>Country</b>	Type the new or changed country of delivery.
<b>Delivery Name</b>	Type the name of the individual to whom mail is delivered if different than the employee.
<b>Travel Commute Distance</b>	<p>Type the commute distance (the number of miles between the employee's home and assigned work location). Valid values are 0-999.9.</p> <p>This field can also be updated by the employee via the <b>Commute Distance Change</b> link on the Travel Reimbursement Requests page in EmployeePortal.</p>

☐ Complete the following employee demographic fields:

<b>Sex</b>	<p>Click ▼ to select the employee's gender.</p> <p>Reported to TRS and TEA.</p>
<b>DOB</b>	<p>Type the employee's date of birth in the MM-DD-YYYY format.</p> <p>Reported to TRS and TEA.</p>
<b>Marital Stat</b>	<p>Click ▼ to select the employee's marital status.</p> <p>Actual status and not the W-4 status for withholding tax calculations.</p>
<b>Citizenship</b>	Selected by default to indicate that the employee is a U.S. citizen. Clear the field to indicate that the employee is not a U.S. citizen.

<b>Deceased</b>	Select to indicate that the employee is deceased. Otherwise, leave the field blank.
<b>Driver's License</b>	Type the employee's driver's license number. The field can be a maximum of 19 characters.
<b>State</b>	Click ▼ to select a state from which the employee's driver's license was issued.
<b>DL Expir Date</b>	Type the driver's license expiration date in the MM-DD-YYYY format.
<b>Other Language</b>	<p>Select to indicate that the employee speaks another language. Otherwise, leave the field blank.</p> <p>If selected, the <b>Language</b> section is displayed allowing you to select the language(s) spoken by the employee.</p> <p>Click ▼ to select a language.</p> <p>Click <b>+Add</b> to add a row.</p> <p>Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p>

☐ Under **Ethnicity**, select all check boxes that apply for Ethnicity and Race options from the Employee Ethnicity and Race Data Questionnaire.

<b>Hispanic/Latino</b>	Select if the employee is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Otherwise, leave this field blank.
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☐ Under **Race**, select all races that apply (at least one race must be selected) regardless if **Hispanic/Latino** is selected:

<b>American Indian Alaskan Native</b>	Select if the employee has origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<b>Asian</b>	
<b>Home E-mail</b>	Type the employee's home email address. The field can be a maximum of 45 characters. Click <b>Home E-mail</b> to send an email message to the employee's home email address using your default email program. The To: email address is populated if the <b>Home E-mail</b> field contains an email address.

**Note:** Foreign home email addresses are allowed (e.g., @yahoo.co.uk, @btamail.net.cn, etc.).

☐ Under **Emergency Contact Information**:

<b>Name</b>	Type the full name of the person to contact for the employee in case of emergency. The field can be a maximum of 26 characters.
<b>Relationship</b>	Type the relation of the contact person to the employee. The field can be a maximum of 25 characters.
<b>Phone</b>	Type the phone information for the contact person in the <b>Area Cd</b> , <b>Phone Nbr</b> , and <b>Ext</b> fields.
<b>Emergency Notes</b>	Type any data pertinent to the employee but not covered by other fields on the tab. The field can be a maximum of 25 characters.



☐ Click **Save**.

## Other functions and features:

<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>
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**Note:** If you are adding a new employee record (**Add Emp**) and the Document Attachments feature is enabled for your LEA, the **Documents** button is not displayed until the record is saved.



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