



Update staff demographic data

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Add new employees or update existing employees. Refer to the [ASCENDER - New Employee Setup](#) guide for additional information about adding new employees.

The Staff Demo information is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.

The screenshot shows the 'Demographic Information' tab of the Staff Demo form. At the top, there is a 'Save' button and an 'Employee:' field containing '000006 : ADAMS, ADAME.'. To the right are buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. Below this is a navigation bar with tabs: 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'DEMOGRAPHIC INFORMATION' tab is active. It displays 'Staff ID/SSN: 110-26-2035', 'Texas Unique Staff ID:' (with an empty field), and 'Last Change: 06-11-2008'. The 'Name' section includes 'Legal:' and 'Former:' dropdowns, followed by input fields for 'Title', 'First', 'Middle', 'Last', and 'Generation'. A 'Maiden Name' field is also present. The 'Addresses' section has fields for 'Mailing:', 'Alternate:', and 'Supplemental:' addresses, including 'Number', 'Street/P.O. Box', 'Apt', 'City', 'State', 'Zip', and 'Country'. A 'Travel Commute Distance:' field is at the bottom with a value of '0.0'.

Remember: All employees must have a TX Unique ID number. The TX Unique ID number can be extracted on the [Personnel > Utilities > Texas Unique Staff ID Interface > Staff ID Export](#) tab.

The screenshot shows the 'Texas Unique Staff ID Interface' form. It has a green header with a home icon, 'Utilities > Texas Unique Staff ID Interface', and a 'Personnel' dropdown menu. Below the header are two tabs: 'STAFF ID EXPORT' (which is active) and 'STAFF ID IMPORT'. Under the 'STAFF ID EXPORT' tab, there is a 'School Year:' section with 'From: 2025' and 'To: 2026' input fields, and an 'Execute' button.

Save the file and forward it to your District PEIMS Coordinator to be processed.

The screenshot shows a web interface for 'Utilities > Texas Unique Staff ID Interface'. The top navigation bar is green and contains a home icon, the breadcrumb 'Utilities > Texas Unique Staff ID Interface', and a 'Personnel' menu with a dropdown arrow and a grid icon. Below the navigation bar, there are two tabs: 'STAFF ID EXPORT' and 'STAFF ID IMPORT', with the latter being the active tab. The main content area is light gray and contains an 'Import File:' section with a 'File Name:' label and a text input field. To the right of the input field are two buttons: 'Browse...' and 'Execute'.



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