



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 a search bar containing 'Employee: 000006 : ADAMS, ADAME.'. To the right of the search bar are buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. Below the search bar are tabs for '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: [input]', and 'Last Change: 06-11-2008'. The 'Name' section includes fields for 'Legal' (with a dropdown menu), 'ADAM', 'E.', 'ADAMS', and 'Maiden Name'. Below this are 'Former' fields for 'Title', 'First', 'Middle', 'Last', and 'Generation'. The 'Addresses' section has fields for 'Mailing' (Number, Street/P.O. Box, Apt, City, State, Zip, Country) and 'Alternate' (Number, Street/P.O. Box, Apt, City, State, Zip, Country). There are also fields for 'Supplemental' (Address, Country, Delivery Name) and 'Travel Commute Distance' (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. At the top, there is a 'Staff ID Export' tab and a 'Staff ID Import' tab. Below the tabs is a 'School Year' section with 'From: 2025' and 'To: 2026' (both in input fields). To the right of the 'To' field is 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 features a white rounded rectangle labeled 'Import File:' containing a 'File Name:' input field. To the right of this field are two buttons: 'Browse...' and 'Execute'.



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