

Update staff demographic data

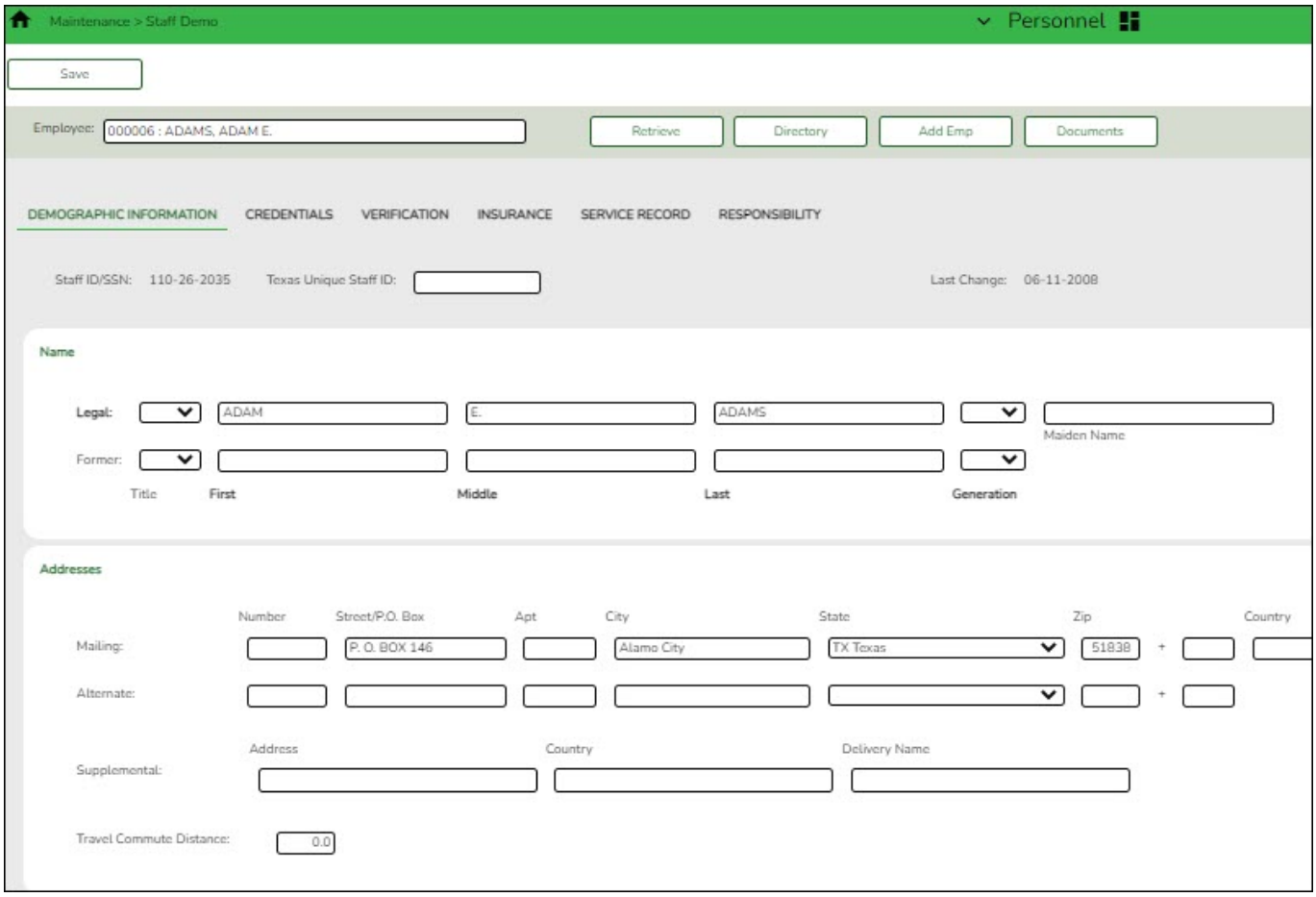
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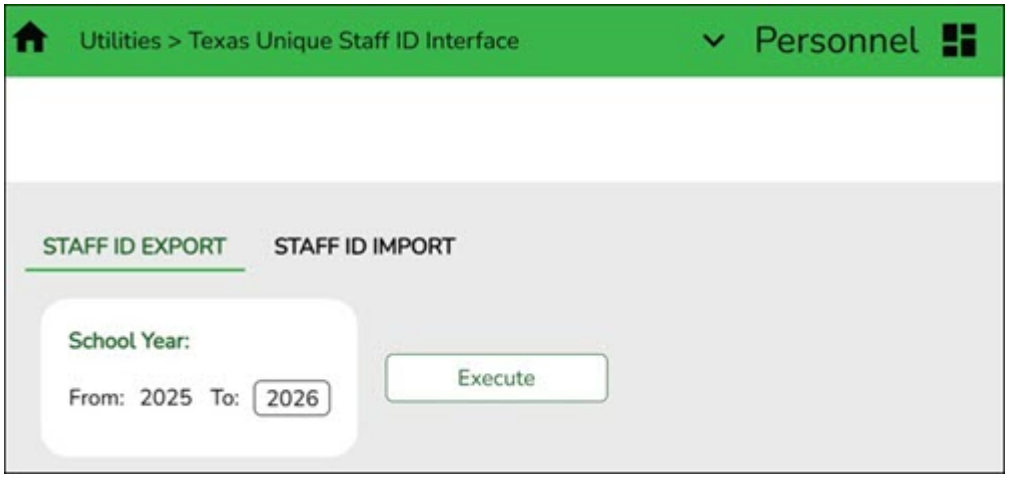
Personnel > Maintenance > Staff Demo > Demographic

❑ Add new employees or update existing employees. Refer to the ASCENDER - New Employee Setup guide for additional information about adding new employees.

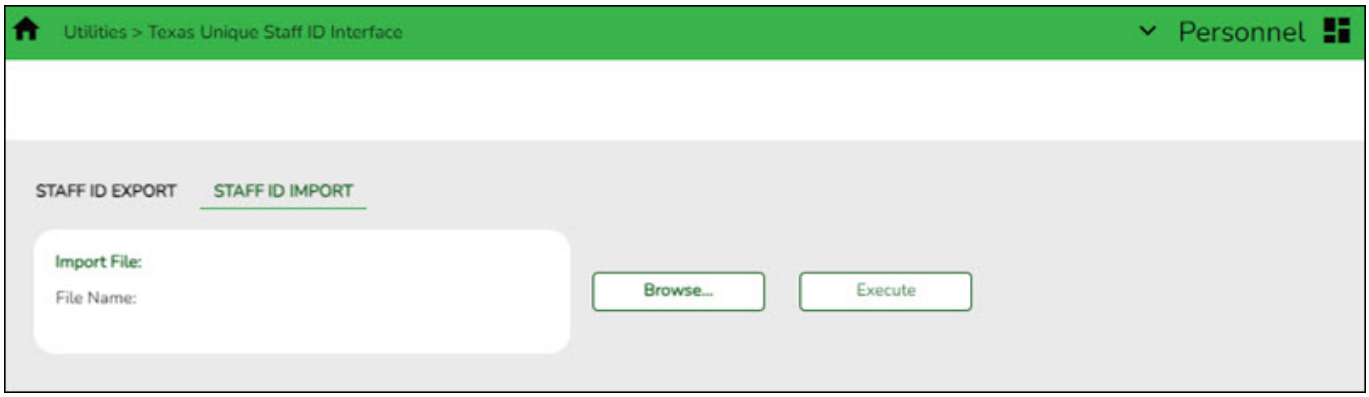
The Staff Demo information is shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.



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.



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




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