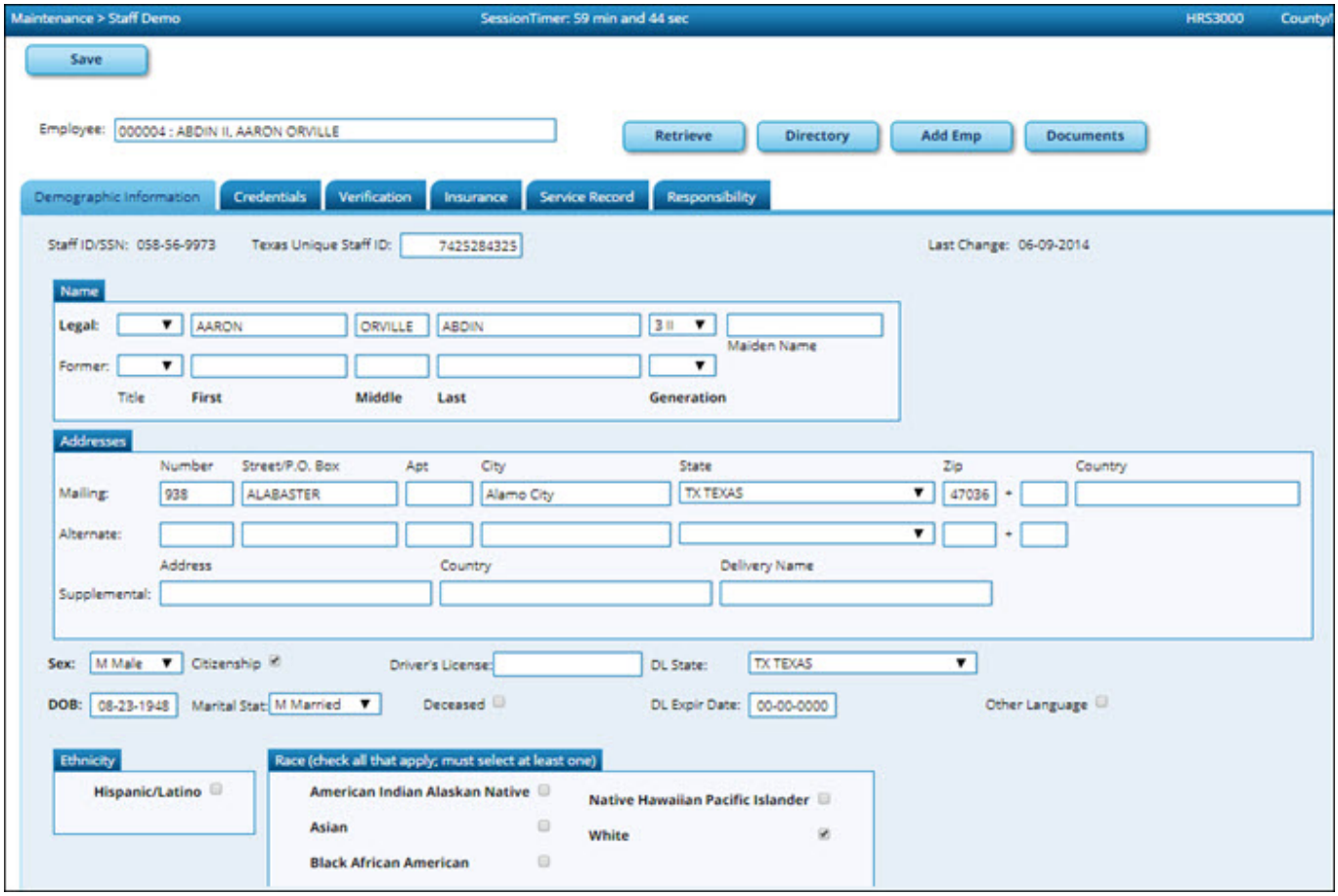


Update staff demographic data

Table of Contents

Human Resources > Maintenance > Staff Demo > Demographic

Image



Add new employees or update existing employees.

The Staff Demo tabs are 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.

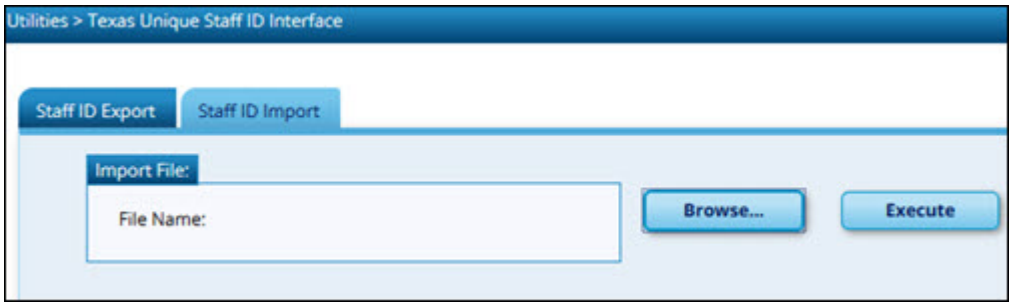
Remember: All employees must have a TX Unique ID number. The TX Unique ID number can be extracted in the next year pay frequency on the Human Resources > Utilities > Texas Unique Staff ID Interface > Staff ID Export tab.

Image



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

Image




ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover