



## **Update staff demographic data**



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Human Resources > Maintenance > Staff Demo > Demographic

Image

Maintenance > Staff Demo SessionTimer: 59 min and 44 sec HRS3000 County

Save

Employee: 000004 : ABDIN II, AARON ORVILLE Retrieve Directory Add Emp Documents

Demographic Information CREDENTIALS Verification Insurance Service Record Responsibility

Staff ID/SSN: 058-56-9973 Texas Unique Staff ID: 7425284325 Last Change: 06-09-2014

**Name**

Legal: [Title] [First] [Middle] [Last] [Generation] [Maiden Name]

Former: [Title] [First] [Middle] [Last] [Generation]

**Addresses**

Mailing: [Number] [Street/P.O. Box] [Apt] [City] [State] [Zip] [Country]

Alternate: [Address] [Country] [Delivery Name]

Supplemental: [Address] [Country] [Delivery Name]

Sex: [M Male] [Citizenship] [Driver's License] [DL State] [DL Expir Date] [Other Language]

DOB: [08-23-1948] Marital Stat: [M Married] Deceased [Other Language]

**Ethnicity** [Hispanic/Latino]

**Race (check all that apply, must select at least one)**

American Indian Alaskan Native [ ] Native Hawaiian Pacific Islander [ ]

Asian [ ] White [x]

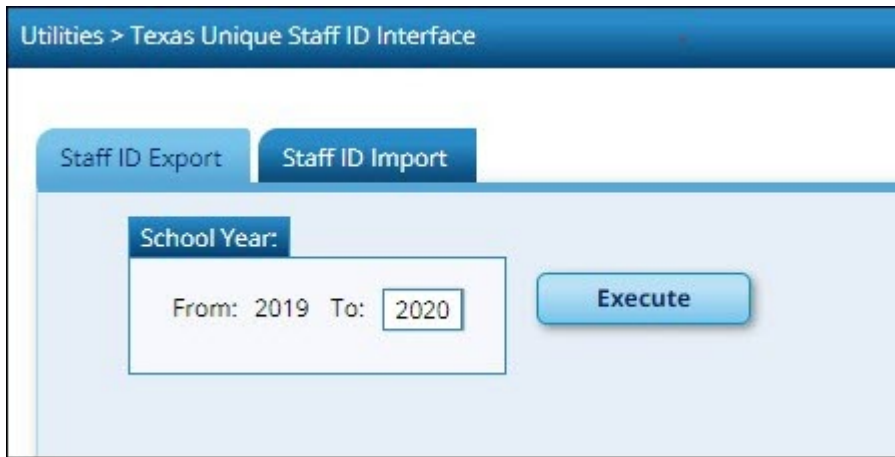
Black African American [ ]

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.

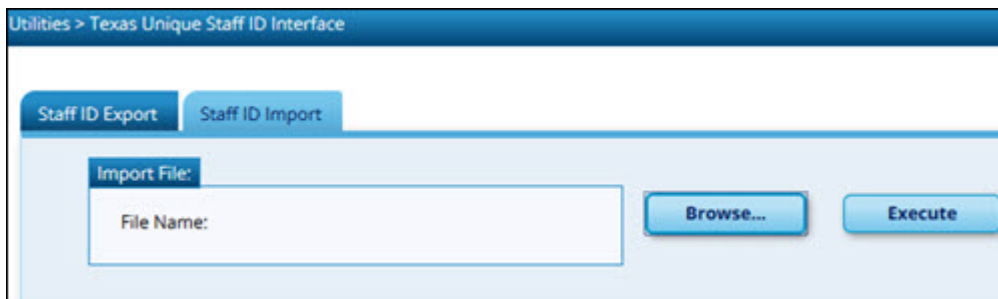
**Remember:** All employees must have a TX Unique ID number. The TX Unique ID number can be extracted in the next year pay frequency on the [Human Resources > Utilities > Texas Unique Staff ID Interface > Staff ID Export](#) tab.

Image



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

[Image](#)





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