



Update staff demographic data

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Human Resources > Maintenance > Staff Demo > Demographic

The screenshot shows a web-based form for updating employee demographic information. At the top, there is a breadcrumb trail: "Maintenance > Staff Demo". The page title is "Staff Demo" and the session timer shows "59 min and 44 sec". The user is logged in as "HRS3000" from "County".

Key fields and sections include:

- Employee ID:** 000004 - ABDIN IL, AARON ORVILLE
- Staff ID/SSN:** 058-56-9973
- Texas Unique Staff ID:** 7425284325
- Last Change:** 06-09-2014
- Name Section:** Legal (AARON ORVILLE ABDIN), Former (Title, First, Middle, Last), Generation (3 II), Maiden Name.
- Addresses Section:** Mailing (938 ALABASTER, Alamo City, TX, TEXAS, 47036), Alternate, Supplemental.
- Personal Information:** Sex (M Male), Citizenship, Driver's License, DL State (TX, TEXAS), DOB (08-23-1948), Marital Stat (M Married), Deceased, DL Expir Date (00-00-0000), 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 (checked), 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.

The screenshot shows the "Staff ID Export" tab in the "Utilities > Texas Unique Staff ID Interface". It features two tabs: "Staff ID Export" and "Staff ID Import".

The form includes a "School Year:" section with a "From:" field set to "2019" and a "To:" field set to "2020". An "Execute" button is located to the right of the date range.

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

Utilities > Texas Unique Staff ID Interface

Staff ID Export Staff ID Import

Import File:

File Name:



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