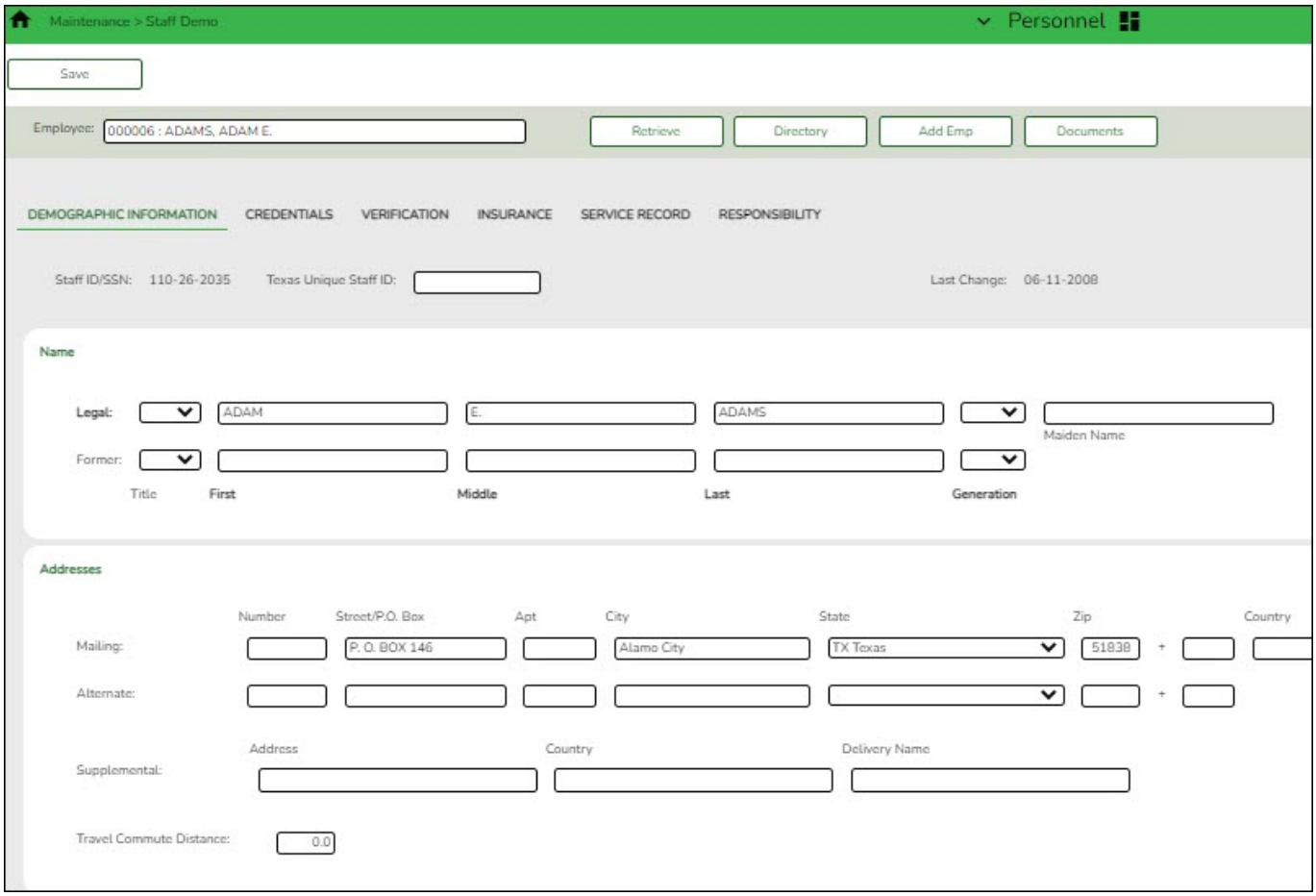


Update staff demographic data

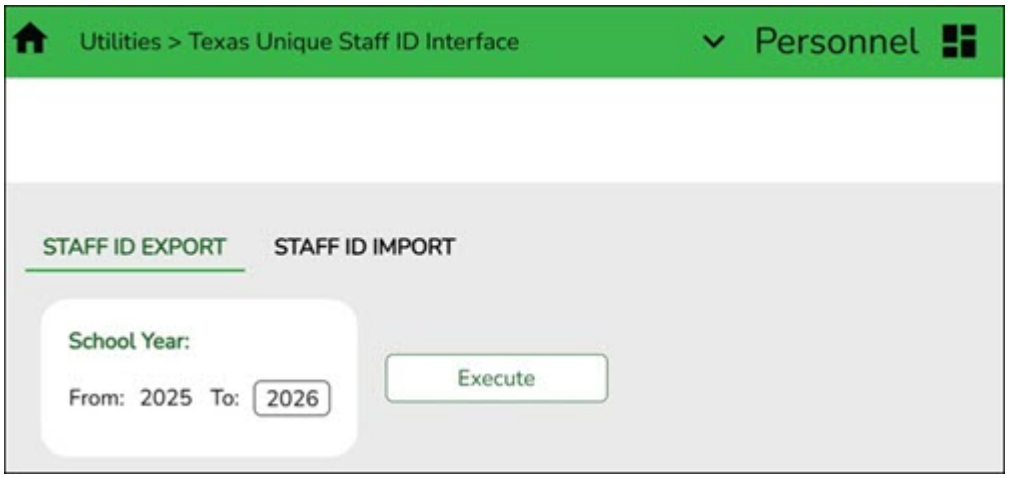
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Personnel > Maintenance > Staff Demo > Demographic

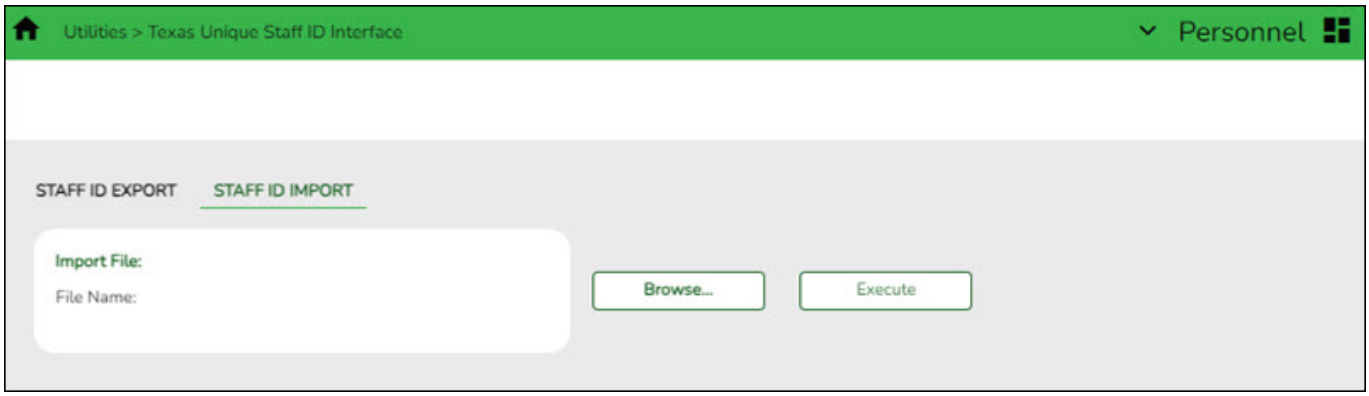


❑ Add new employees or update existing employees. The Staff Demo tabs are shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records and vice versa.

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 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.


Utilities > Texas Unique Staff ID Interface
Personnel
STAFF ID EXPORT
STAFF ID IMPORT
Import File:
File Name:
Browse...
Execute


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