



Update staff demographic data

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Personnel > Maintenance > Staff Demo > Demographic

The screenshot shows a web interface for 'Maintenance > Staff Demo' with a green header bar containing a home icon and 'Personnel' with a menu icon. Below the header is a 'Save' button. An 'Employee:' field contains '000006 : ADAMS, ADAM E.' with buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. A navigation bar includes 'DEMOGRAPHIC INFORMATION' (underlined), 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. Below this, 'Staff ID/SSN: 110-26-2035' and 'Texas Unique Staff ID:' (with an empty field) are shown, along with 'Last Change: 06-11-2008'. The 'Name' section has 'Legal:' and 'Former:' dropdowns, followed by input fields for Title, First, Middle, Last, and Generation, and a 'Maiden Name' field. The 'Addresses' section includes 'Mailing:', 'Alternate:', and 'Supplemental:' address forms with fields for Number, Street/P.O. Box, Apt, City, State, Zip, and Country. A 'Travel Commute Distance:' field is set to '0.0'.

☐ 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.

The screenshot shows a web interface for 'Utilities > Texas Unique Staff ID Interface' with a green header bar containing a home icon and 'Personnel' with a menu icon. Below the header are two tabs: 'STAFF ID EXPORT' (underlined) and 'STAFF ID IMPORT'. A 'School Year:' section contains 'From: 2025 To: 2026' and an 'Execute' button.

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

STAFF ID EXPORT STAFF ID IMPORT

Import File:

File Name:

Browse...

Execute



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