



Update staff demographic data

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Personnel > Maintenance > Staff Demo > Demographic

The screenshot shows the 'Demographic Information' form for employee ADAMS, ADAM E. The form includes a 'Save' button at the top left. Below the employee name, there are buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. The form is divided into several tabs: 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'DEMOGRAPHIC INFORMATION' tab is active, showing fields for 'Staff ID/SSN: 110-26-2035', 'Texas Unique Staff ID', and 'Last Change: 06-11-2008'. The 'Name' section contains fields for 'Legal' (Title, First, Middle, Last, Generation) and 'Former' (Title, First, Middle, Last, Generation). The 'Addresses' section includes fields for 'Mailing', 'Alternate', and 'Supplemental' addresses, with sub-fields for Number, Street/P.O. Box, Apt, City, State, Zip, and Country. A 'Travel Commute Distance' field is also present at the bottom.

☐ 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 the 'STAFF ID EXPORT' form in the 'Texas Unique Staff ID Interface'. The form has two tabs: 'STAFF ID EXPORT' and 'STAFF ID IMPORT'. The 'STAFF ID EXPORT' tab is active. It features a 'School Year' section with 'From: 2025' and 'To: 2026' fields, and an 'Execute' button.

☐ 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:



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