



## Update staff demographic data



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The screenshot shows the 'Demographic Information' tab of the Staff Demo form. At the top, there is a 'Save' button and a breadcrumb trail: 'Maintenance > Staff Demo'. Below this is a green header bar with 'Personnel' and a menu icon. The main form area has a light green background. It starts with an 'Employee:' field containing '000006 : ADAMS, ADAM E.' and buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. Below are tabs for 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'DEMOGRAPHIC INFORMATION' tab is active, showing 'Staff ID/SSN: 110-26-2035', 'Texas Unique Staff ID:' (empty), and 'Last Change: 06-11-2008'. The 'Name' section includes 'Legal:' and 'Former:' dropdowns, and input fields for 'Title', 'First', 'Middle', 'Last', and 'Generation'. The 'Addresses' section has fields for 'Mailing:', 'Alternate:', and 'Supplemental:' addresses, including 'Number', 'Street/P.O. Box', 'Apt', 'City', 'State', 'Zip', and 'Country'. A 'Travel Commute Distance:' field is 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 'Texas Unique Staff ID Interface' form. It has a green header bar with 'Utilities > Texas Unique Staff ID Interface' and 'Personnel' with a menu icon. Below the header, there are two tabs: 'STAFF ID EXPORT' (active) and 'STAFF ID IMPORT'. The 'STAFF ID EXPORT' tab contains a 'School Year:' section with 'From: 2025' and 'To: 2026' input fields, 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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