



## **Update staff demographic data**



# Table of Contents



# Update staff demographic data

[Personnel](#) > [Maintenance](#) > [Staff Demo](#) > [Demographic](#)

Maintenance > Staff Demo Personnel

Save

Employee: 000006 : ADAMS, ADAM E. Retrieve Directory Add Emp Documents

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: 110-26-2035 Texas Unique Staff ID: Last Change: 06-11-2008

Name

Legal: ADAM E. ADAMS Maiden Name:

Former: Title First Middle Last Generation

Addresses

Mailing: Number Street/P.O. Box Apt City State Zip Country

Alternate: Number Street/P.O. Box Apt City State Zip Country

Supplemental: Address Country Delivery Name

Travel Commute Distance: 0.0

☐ Add new employees or update existing employees. The Staff Demo information is 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 on the [Personnel > Utilities > Texas Unique Staff ID Interface > Staff ID Export](#) tab.

Utilities > Texas Unique Staff ID Interface Personnel

STAFF ID EXPORT STAFF ID IMPORT

School Year:

From: 2025 To: 2026 Execute

☐ 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



## Back Cover