



## **Update staff demographic data**



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# Update staff demographic data

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The screenshot shows a web application interface for updating staff demographic data. At the top, there is a breadcrumb trail: Maintenance > Staff Demo. A green header bar contains a home icon, the text 'Maintenance > Staff Demo', and a dropdown menu labeled 'Personnel' with a grid icon. Below the header, there is a 'Save' button. An 'Employee:' field contains the text '000006 : ADAMS, ADAM E.' and is followed by buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Documents'. A horizontal menu below the employee field includes 'DEMOGRAPHIC INFORMATION' (which is underlined), 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. Below this menu, there are fields for 'Staff ID/SSN: 110-26-2035', 'Texas Unique Staff ID:' (with an empty input box), and 'Last Change: 06-11-2008'. The 'Name' section contains two rows of fields. The first row is labeled 'Legal:' and has dropdown menus for 'Title' and 'Generation', and input boxes for 'First' (containing 'ADAM'), 'Middle' (containing 'E.'), and 'Last' (containing 'ADAMS'). A 'Maiden Name' field is also present. The second row is labeled 'Former:' and has similar dropdown and input fields. Below the name section is the 'Addresses' section. It includes 'Mailing:' and 'Alternate:' rows with input boxes for 'Number', 'Street/P.O. Box' (containing 'P. O. BOX 146'), 'Apt', 'City' (containing 'Alamo City'), 'State' (containing 'TX Texas'), 'Zip' (containing '51838'), and 'Country'. A 'Supplemental:' row has input boxes for 'Address', 'Country', and 'Delivery Name'. At the bottom, there is a 'Travel Commute Distance:' field with a value of '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.

The screenshot shows a web application interface for the Texas Unique Staff ID Interface. At the top, there is a breadcrumb trail: Utilities > Texas Unique Staff ID Interface. A green header bar contains a home icon, the text 'Utilities > Texas Unique Staff ID Interface', and a dropdown menu labeled 'Personnel' with a grid icon. Below the header, there are two tabs: 'STAFF ID EXPORT' (which is underlined) and 'STAFF ID IMPORT'. Below the tabs, there is a 'School Year:' section with a 'From:' field containing '2025' and a 'To:' field containing '2026'. An 'Execute' button is located to the right of the 'To:' field.

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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