# Update staff demographic data

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Personnel > Maintenance > Staff Demo > Demographic



❑ 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.



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

# Utilities > Texas Unique Staff ID Interface

STAFF ID EXPORT      STAFF ID IMPORT

**Import File:**

File Name:

Browse...      Execute

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