



Update staff demographic data

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Add new employees or update existing employees. Refer to the [ASCENDER - New Employee Setup](#) guide for additional information about adding new 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.

The screenshot shows a web interface with a green header bar. On the left, there is a home icon and the text "Utilities > Texas Unique Staff ID Interface". On the right, there is a dropdown menu labeled "Personnel" and a grid icon. Below the header, there are two tabs: "STAFF ID EXPORT" and "STAFF ID IMPORT", with the latter being selected. The main content area contains an "Import File:" label, a "File Name:" input field, a "Browse..." button, and an "Execute" button.



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