



## Update staff demographic data



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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. 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.

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.

The screenshot shows a web interface for 'Texas Unique Staff ID Interface'. The breadcrumb trail is 'Utilities > Texas Unique Staff ID Interface'. The page title is 'Personnel'. There are two tabs: 'STAFF ID EXPORT' and 'STAFF ID IMPORT', with the latter being the active tab. Below the tabs is a form area with the following elements:

- An 'Import File:' label.
- A 'File Name:' label.
- A text input field for the file name.
- A 'Browse...' button.
- An 'Execute' button.



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