



ASCENDER GUIDES



traveldemodistance

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Indicate the employee's commute distance. This information is used when calculating travel distances for travel reimbursement requests.

The screenshot shows a web application interface for 'Personnel' management. The breadcrumb trail is 'Maintenance > Staff Demo'. The page title is 'Personnel'. There is a 'Save' button at the top left. Below it, an 'Employee:' field contains '000009'. To the right are buttons for 'Retrieve', 'Directory', 'Add Emp', and 'Docum'. A navigation bar includes tabs for 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'DEMOGRAPHIC INFORMATION' tab is active. Below the tabs, 'Staff ID/SSN:' is followed by a redacted field, 'Texas Unique Staff ID:' is '5960847611', and 'Last Change:' is '09-02-2014'. The 'Name' section has fields for 'Legal:' and 'Former:' with dropdown menus and text boxes for 'Title', 'First', 'Middle', 'Last', and 'Generation'. The 'Addresses' section has fields for 'Mailing:' and 'Alternate:' with sub-fields for 'Number', 'Street/P.O. Box', 'Apt', 'City', 'State', and 'Zip'. Below that are 'Supplemental:' fields for 'Address', 'Country', and 'Delivery Name'. At the bottom left, the 'Travel Commute Distance:' field is circled in red and contains the value '0.0'.

In the **Travel Commute Distance** field, type the commute distance (the number of miles between the employee's home and assigned work location). Valid values are 0-999.9.

This field can also be updated by the employee via the **Commute Distance Change** link on the Travel Reimbursement Requests page in EmployeePortal.

Click **Save**.



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