ed25

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The ED25 Demographic Adjustment tab is used to report adjustments to an employee's previously submitted ED20 (Demo) record.

ED25 records are not created for changes made to a terminated employee's demographic record.

Note: If an ED20 record has been submitted and corrections are required, submit an ED25 record the following month. Do not send both an ED20 and an ED25 record for the same employee in the same month.

The **Emp Nbr**, **Staff ID/SSN**, **Name**, **DOB**, and **Gender** fields are displayed and cannot be changed.

☐ Under **New Demo Information**:

Staff ID/SSN	Type only corrections to originally submitted staff ID/Social Security Number data.
DOB	Type only corrections in the MM-DD-YYYY format to previously submitted date of birth data.

Gender	Type only corrections to originally submitted gender data.
Name	Type only corrections to the originally submitted employee's last, first, and middle names.
Generation	Click ⌄ to select the corrected generation code.

❑ Under **Original Demo Information**, the following fields must be completed.

Staff ID/SSN	Type the employee's originally submitted staff ID/Social Security Number data.
DOB	Type the employee's originally submitted date of birth in the MM-DD-YYYY format.
Gender	Click ⌄ to select the employee's originally submitted gender.
Name	Type the employee's originally submitted last, first, and middle names.
Generation	Click ⌄ to select the originally submitted generation code.

❑ Under **New Address**:

Notes: If you need to delete data in a field, complete the field by typing X's for the maximum number of characters allowed in that specific field.

If any field under **New Address** is updated, all of the applicable **New Address** fields must be completed

Nbr	Type the new street number for the mailing address of the employee. The field can be a maximum of 10 characters.
Street/P.O. Box	Type new the street name or post office box number for the mailing address of the employee. The field can be a maximum of 30 characters.
Apt	Type the new apartment number for the mailing address of the employee. The field can be a maximum of seven characters.
City	Type the new city name for the mailing address of the employee. The field can be a maximum of 20 characters.
State	Click ⌄ to select a new state for the mailing address of the employee.
Zip	Type the new five-digit zip code for the mailing address of the employee.
+4	Type the new additional four digits of the zip code.
Province	Type the new province of the employee's address. This field is only necessary for foreign addresses.
Country	Click ⋮ to select the country of the employee's address. The Demographic Address Country lookup is displayed.

In the **Search** field, begin typing the country name or code to narrow the search. Select the country code. The lookup is closed and the **Country** field is populated with the selected code. Otherwise, click **Cancel** to close the lookup without selecting a country code.

This field is only necessary for foreign addresses. |
| Postal Code | Type the new postal code for the employee's address. This field is only necessary for foreign addresses. |

❑ Under **New Contact Info**:

Phone Nbr	Type only corrections to the employee's previously submitted 10-digit phone number.
Work E-mail	Type only corrections to the employee's previously submitted work e-mail address. The field can be a maximum of 100 characters.

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