



# tsdsuniqueidbutton



# Table of Contents



Click **TSDS Unique ID**. The Texas Unique Staff ID pop-up window is displayed.

- In the **User ID** and **Password** fields, type the user ID and password provided by TEAL for the service account to use the Unique ID Web Service.
- Click **Search** to search through the TSDS Unique ID database. If the employee has never been assigned a TX Unique ID, a message is displayed indicating that the Unique ID cannot be found with the provided credentials.
- Click **Assign New ID**. If the employee record contains the necessary demographic information (**Staff ID**, **Last Name**, **First Name**, **SSN**, and **DOB**), the employee's information is displayed and a Unique ID is generated. If the employee has multiple records, a list of records is displayed.
  - **Staff ID**
  - **Tx Unique Staff ID** - Displays the Unique ID.
  - **Last Name**
  - **First Name**
  - **SSN**
  - **DOB**
  - **Status** - Displays the status of the employee's Unique ID record from the Unique ID Web Service. This status varies based on the individual employee's record.
- Review the row(s) of employee data, select the radio button for the correct employee row and click **Assign New ID**. The Unique ID is populated in the **Texas Unique Staff ID** field on the Demographic Information tab.
- Click X to close the Texas Unique Staff ID pop-up window and return to the Demographic Information tab.
- Click **Cancel** to cancel the process. The pop-up window is closed and the Unique ID is not populated on the Demographic Information tab.

**Note:** If you click **Cancel**, the Unique ID that was generated for the employee will still exist in the Unique ID Web Services and will be available for assignment if you revisit the employee record.

Click **Save** to assign and save the Texas Unique Staff ID to the employee's record in Personnel.



## Back Cover