

Demographic Information - HRS3000

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Personnel > Maintenance > Staff Demo > Demographic Information

This tab is used to enter employee demographic data including name, address, phone number, and emergency information. The data on this tab is used throughout the system.

Notes:

- Warning: If the **School Year for PEIMS Codes** field does not contain a valid value on the Personnel or Payroll > Tables > District HR Options page, values are not displayed in the **PEIMS** drop-down fields (e.g., **Sex**, **Ethnicity**, etc.).
- ED20 (Demo) and ED25 (Demo Adj) records are automatically created when any demographic information changes are made on this tab. ED25 records are not created for changes made to a terminated employee's demographic record.
- 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.

Retrieve a record:

Retrieve an existing record	Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click **Directory** to perform a search in the Employees Directory. **Note**: The employee autosuggest field includes employees whose records were created in Personnel but do not have a Pay Info or Job Info record. If the employee number does not exist in the system, a message is displayed prompting you to create a new employee. Click **Yes**.

Add a record:

❑ Click **Add Emp** to add a new employee record. A blank record is displayed allowing you to begin entering data.

- If the **Auto Assign Employee Number** field is selected on the Payroll or Personnel > Tables > District HR Options page, the employee is assigned the next available employee number upon saving the record.
- If the **Auto Assign Employee Number** field is not selected, in the **Employee** field, type an employee number and click **Retrieve**. If the employee number is available, the following message is displayed:

  Click **Yes** to continue and create the record. Otherwise, click **No**.

Last Change	The date that the employee's record was last changed is displayed in the MMDDYYYY format. Once a record is saved, the date of the last change to any data on the tab is displayed.

Field	Description
Staff ID/SSN (Social Security Number)	This field is only enabled when adding a new employee record. Type the employee's nine-digit Staff ID/Social Security Number, which uniquely identifies the employee. If the **Staff ID/SSN** requires a change, the change must completed using the **TStaff ID** section on the Personnel > Utilities > Change Staff ID/TX Unique ID page. Reported to SSA, IRS, and TRS.
Texas Unique Staff ID	Type the 10-digit Texas Unique Staff ID issued by the Texas Education Agency (TEA). Once a value is entered and saved in this field, the field becomes display only and you can no longer make edits to the field. If the **Texas Unique Staff ID** requires a change, the change must be completed using the **TX Unique ID** section on the Personnel > Utilities > Change Staff ID/TX Unique ID page. If the employee does not have a Texas Unique Staff ID, click TSDS Unique ID to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA **must** have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. In addition, you can also use the Personnel > Utilities > Texas Unique Staff ID Interface > Staff ID Export and Import pages. Review the Assign a TSDS Unique ID guide for additional information.
Extract for UID Resub	Select to resubmit employee information to TEA after a **Texas Unique Staff ID** has already been entered in ASCENDER. This option allows the LEA to inform TEA that an individual is officially employed at a specific LEA ensuring data accuracy for TSDS reporting. This checkbox is disabled if there is no value in the **Texas Unique Staff ID** field. If selected, the information will be included in the Personnel > Utilities > Texas Unique Staff ID Interface > Extract. After the extract is processed, the **Extract for UID Resub** checkbox remains selected and the following message is displayed next to the checkbox: **Submitted to TEA**. After the Personnel > Utilities > Texas Unique Staff ID Interface > Import is processed, the **Extract for UID Resub** checkbox selection is cleared and the **Submitted to TEA** status is cleared.

Note: If the **Set Demo Alpha Fields to Uppercase** field is selected on the Personnel > Tables > District HR Options page, the employee's **Legal** and **Former Name** (**First**, **Middle**, **Last**, and **Maiden**) and **Address** fields are set to uppercase when a new employee demographic record is created or an existing record is updated.

❑ Under **Name**, complete the following **Legal** name fields:

Note: It is recommended that you have a copy of the employee's Social Security card available. Enter the employee's legal name exactly as it appears on the card.

Title	Click ⌄ to select a legal title for the employee.
First	Type the employee's first name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 17 characters and truncate the remaining characters. Reported to SSA, IRS, and TRS.
Middle	Type employee's middle name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 14 characters and truncate the remaining characters. If the employee does not have a middle name, leave the field blank. The middle name can be reported blank for employees only if the employee does not have a middle name on his identification documentation. Do not use text such as NONE or NA. Reported to SSA, IRS, and TRS.
Last	Type employee's last name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters. Reported to SSA, IRS, and TRS.
Generation	Click ⌄ to select a generation code for the employee. The field can be blank. The field must be blank if the employee does not have a generation suffix on his name based on the identification documentation used for employment. Reported to SSA, IRS, and TRS.
Maiden Name	Type the employee's maiden name, if applicable. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters.

❑ Complete the **Former** name fields (if the employee has a former name):

Title	Click ⌄ to select a legal title for the employee.
First	Type the employee's first name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 17 characters and truncate the remaining characters.
Middle	Type the employee's middle name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 14 characters and truncate the remaining characters.
Last	Type the employee's last name. The field can be a maximum of 60 characters; however, only select pages display all characters. All other pages display 25 characters and truncate the remaining characters.
Generation	Click ⌄ to select a generation code for the employee.

❑ Under **Addresses**, complete the **Mailing** address fields for the employee.



It is recommended to avoid special characters including periods in the address fields to eliminate the possibility of errors when uploading PEIMS or UID data.

Number	Type the street number of the mailing address. The field can be a maximum of eight characters.
Street/P.O. Box	Type the street name or post office box number for the mailing address. The field can be a maximum of 20 characters.
Apt	Type the apartment number for the mailing address. The field can be a maximum of seven characters.
City	Type the city name for the mailing address. The field can be a maximum of 25 characters.
State	Click ⌄ to select a state for the mailing address.
Zip	Type the five-digit zip code for the mailing address. In the second **Zip** field, type the additional four digits of the zip code.
Country	Type the new or changed country of delivery.

If applicable, complete the following **Alternate** address fields. This information can be used to mail checks to employees at an address other than the mailing address. This address is used when the **Print Alternate Address** field is selected on the Pay Dates table.

❑ Under **Supplemental**, complete the following fields as needed:

Address	Type the new or changed supplemental street address or post office box number.
Country	Type the new or changed country of delivery.
Delivery Name	Type the name of the individual to whom mail is delivered if different than the employee.
Travel Commute Distance	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.

❑ Complete the following employee demographic fields:

Sex	Click ⌄ to select the employee's gender. Reported to TRS and TEA.
DOB	Type the employee's date of birth in the MM-DD-YYYY format. Reported to TRS and TEA.
Marital Stat	Click ⌄ to select the employee's marital status. Actual status and not the W-4 status for withholding tax calculations.
Citizenship	Selected by default to indicate that the employee is a U.S. citizen. Clear the field to indicate that the employee is not a U.S. citizen.

Deceased	Select to indicate that the employee is deceased. Otherwise, leave the field blank.
Driver's License	Type the employee's driver's license number. The field can be a maximum of 19 characters.
State	Click ⌄ to select a state from which the employee's driver's license was issued.
DL Expir Date	Type the driver's license expiration date in the MM-DD-YYYY format.
Other Language	Select to indicate that the employee speaks another language. Otherwise, leave the field blank. If selected, the **Language** section is displayed allowing you to select the language(s) spoken by the employee. Click ⌄ to select a language. Click **+Add** to add a row. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

❑ Under **Ethnicity**, select all check boxes that apply for Ethnicity and Race options from the Employee Ethnicity and Race Data Questionnaire.

Hispanic/Latino	Select if the employee is of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Otherwise, leave this field blank.

❑ Under **Race**, select all races that apply (at least one race must be selected) regardless if **Hispanic/Latino** is selected:

American Indian Alaskan Native	Select if the employee has origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
Asian	Select if the employee has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black African American	Select if the employee has origins in any of the black racial groups of Africa.
Native Hawaiian Pacific Islander	Select if the employee has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	Select if the employee has origins in any of the original peoples of Europe, the Middle East, or North Africa.

❑ Under **Phone**:

Complete the following for the **Hm** phone fields:

Area Cd	Type the three-digit area code of the employee's home phone number.
Phone Nbr	Type the seven-digit home phone number.

Complete the following **Bus** phone fields:

Area Cd	Type the three-digit area code of the employee's business phone number.
Phone Nbr	Type the seven-digit business phone number.
Ext	Type the four-digit maximum business extension number.

Complete the following **Cell** phone fields:

Area Cd	Type the three-digit area code of the employee's cell phone number.
Phone Nbr	Type the seven-digit cell phone number.

❑ Under **Restrictions**:

Local	Click ⌄ to select employee data that is restricted from local distribution.
Public	Click ⌄ to select employee data that is restricted from public distribution.

❑ Under **Local Use**, in the **1** and **2** fields, type the locally assigned data. The fields can be a maximum of ten characters.

❑ Click **Emp Notes** to add or view existing notes about a specific employee. The Employee Notes pop-up window is displayed. A paperclip is displayed on the **Emp Notes** button if there are existing notes.

Work E-mail	Type the employee's work email address. The field can be a maximum of 45 characters. Click **Work E-mail** to send an email message to the employee's work email address using your default email program. The To: email address is populated if the **Work E-mail** field contains an email address. The work email address is used by the system to send notifications from EmployeePortal such as wage and earning statements. This email address is also used to send workflow notifications from various applications (e.g., Purchasing, Warehouse, etc.).

Allowed work email address domains

Home E-mail	Type the employee's home email address. The field can be a maximum of 45 characters. Click **Home E-mail** to send an email message to the employee's home email address using your default email program. The To: email address is populated if the **Home E-mail** field contains an email address.

Note: Foreign home email addresses are allowed (e.g., @yahoo.co.uk, @btamail.net.cn, etc.).

❑ Under **Emergency Contact Information**:

Name	Type the full name of the person to contact for the employee in case of emergency. The field can be a maximum of 26 characters.
Relationship	Type the relation of the contact person to the employee. The field can be a maximum of 25 characters.
Phone	Type the phone information for the contact person in the **Area Cd**, **Phone Nbr**, and **Ext** fields.
Emergency Notes	Type any data pertinent to the employee but not covered by other fields on the tab. The field can be a maximum of 25 characters.

❑ Click **Save**.

Other functions and features:

Documents	View or attach supporting documentation.

Note: If you are adding a new employee record (**Add Emp**) and the Document Attachments feature is enabled for your LEA, the **Documents** button is not displayed until the record is saved.


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