



**changestaffid**



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# Change Staff ID - HRS7200

## Personnel > Utilities > Change Staff ID

This utility is used to correct staff ID numbers/social security numbers.

### Change a staff ID:

| Field                         | Description                                                                                                                                                                                                                                                     |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Employee</b>               | 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 <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> . |
| <b>Enter New Staff ID/SSN</b> | Type the new nine-digit ID number.                                                                                                                                                                                                                              |

☐ Click **Execute**. A message is displayed confirming that you want to continue.

- Click **Yes** to continue the process. Otherwise, click **No** to cancel the process.
- If you click **Yes**, a message is displayed indicating that the staff ID process completed successfully. Click **OK**.



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