

# Set Staff ID to Employee Number

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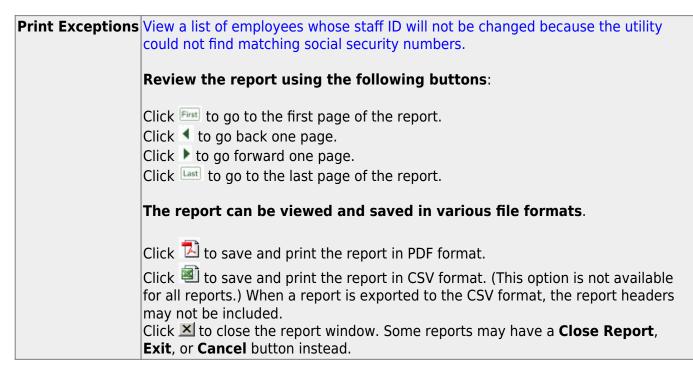
#### Registration > Utilities > Set Staff ID to Employee Number

This utility replaces staff social security numbers with the employee numbers in Human Resources for all current year and next year staff records where a matching social security number is found. If a match is not found, the employee will be listed on the exception report. If run at the district level, staff IDs are changed at all campuses.

**WARNING:** The results of this utility cannot be undone except to manually change each individual staff ID.

The utility can be run multiple times as needed.

#### Update data:



 $\Box$  Fix any exceptions.

#### Click **Execute**.

The staff IDs are changed to employee numbers.



## **Back Cover**