Set Staff ID to Employee Number

Table of Contents

Set Staff ID to Employee Number

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:

Print Exceptions	View a list of employees whose staff ID will not be changed because the utility could not find matching social security numbers.
	Review the report using the following buttons:
	Click ⬚First to go to the first page of the report.
	Click ◀ to go back one page.
	Click ▶ to go forward one page.
	Click ⬚Last to go to the last page of the report.
	The report can be viewed and saved in various file formats.
	Click 🔴 to save and print the report in PDF format.
	Click 🟩 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
	Click ✖ to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

❏ Fix any exceptions.

❏ Click **Execute**.

The staff IDs are changed to employee numbers.

Back Cover