



## **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:

<b>Print Exceptions</b>	<p><a href="#">View a list of employees whose staff ID will not be changed because the utility could not find matching social security numbers.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>
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Fix any exceptions.

Click **Execute**.

The staff IDs are changed to employee numbers.



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