



Quick Reference Guide Maintain Demographic Information

Purpose: The purpose of this function is to maintain a member's demographic information, including the name, address, and marital status. You can only update demographic information on members who are currently employed. Terminated members are responsible for updating their demographic information.

Step 1: From the main menu, Select the Roster tab. On the Roster page, locate the member from the list. Click on the Actions link in the Tools column next to the employee and select Review Employee Information from the dropdown menu.

Tools	APERS ID	SSN	Member	Job Category	Status	Plan	Start Date	Stop Date	Reporting Group
Actions	1572665			Regular	Active	Contributory (...)	09/01/2019		10594-1 CITY ...

Step 2: At the new window, select the Demographic Info tab and click the Change button.

Back Name: Sheppard, Carl DOB: 05/03/1962 SSN: 429-33-5745

Employment Info **Demographic Info** Work History

Demographic Information

Change

Demographics

SSN:		APERS ID:	1572665
Marital Status:	Single	Prefix:	
Divorce Date:		First Name:	
Marriage Date:		Middle Name:	
APERS Status:	Active	Last Name:	Sheppard
ASPRS Status:		Suffix:	
AJRS Status:		Date of Birth:	05/03/1962
ADJRS Status:		Gender:	Male
Date of Death:			

Mailing: 563 Steed Road
BRADFORD AR 72020

Step 3: Update the necessary demographic information, review, and click the Save button. All done.