

# Updating Employee Information

If you need to report a death, update an address or change a name of your employee, you will need to go to the **Demographic Detail** link.

1. Navigate to the Employer Reporting section.



2. Select Demographic Detail.

3. ERIC displays the Demographic Lookup screen.

4. Enter the SSN and click **NEW**.

Demographic Lookup

[ Previous Page Displayed. ]

**Criteria**

SSN :

Last Name :

First Name :

Reporting Source :  ▼

Employer Reporting Summary ID :

Error Message :

Employer Reporting Demographic Header ID :

Status :  ▼

**Search Results**

# Updating Employee Information cont.

5. ERIC displays the Demographic Detail Maintenance screen.

**Demographic Maintenance**

Msg ID : 8 [ All changes successfully saved. ]

6. Update information.

Save Refresh Post Void

**Demographic Header Details**

Demographic Header ID : 5005    Demographic Header Status : Valid    Received Date : 12/02/2015  
Posted Date :    File Name :    Total Records : 1  
Employer Reporting Summary ID : 5087

**Demographic Details**

Demographic Detail ID : 5005    \*SSN : 000-21-0212  
Status : Valid  
\*Last Name : Hayworth    \*First Name : Rita  
Middle Name :    \*Date of Birth : 06/17/1954  
\*Gender : Female    Suppress Warnings :   
International:     \*Address Line 1 : PO BOX 944  
Address Line 2 : 1235 East Ave N    Address Line 3 :  
\*City : BIG TIMBER    \*State : Montana  
\*Zip Code /Plus 4 : 59011    Country : United States of America  
Phone Number :    Phone Type :  
Email Address :    Email Type :  
Date of Death :    Duty Related Death :  
Duty Related Death Information :

**Validation Info**

Message ID	Message	Severity
No records to display		

7. Click the **SAVE** button.

8. Click **POST**. Note: If Post button does not appear then scroll down to Error tab and address any warnings or errors.