

# 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 : <input type="checkbox"/>
International: <input type="checkbox"/>	*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 :	

#### Errors

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.