



How to Update Employee Personal Information

If you have Benefit Administrator or Security Administration access rights, you can update your employees' personal information for them from your employer website. If you need Benefit Administrator access, please contact the Security Administrator for your employer to discuss your access.

1. Sign into your employer website at TCDRS.org, then click "Employee Accounts".
2. Enter the Social Security number for the employee and click "Lookup".
3. Click "Update employee information".

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EMPLOYERS MEMBERS

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EMPLOYEE ACCOUNTS

Enter your employee's Social Security number. For your current and former employees, you will be able to view their account dashboard and account balance, and run benefit estimates. For current employees only, you can update their personal information, as well as view and update their beneficiaries.

Employee Social Security Number:

-**-* **2**

LOOKUP

EMPLOYEE INFORMATION **3** UPDATE EMPLOYEE INFORMATION ▶

Chris C Granite
SSN: ***-**-0000
Web Account Access: Not Available
User ID: Not Available
Email: cgranite@gmail.com
Total Months of Service: 52
Employment Termination date: N/A

VIEW DASHBOARD ESTIMATE BENEFITS VIEW ACCOUNT BALANCE VIEW BENEFICIARIES

EMPLOYER NAME	ACCOUNT STATUS	FROM	TO	SERVICE TYPE	TOTAL
Bluebonnet County	Active	10/2017	01/2022	Current	52

PRINT

4. Select the information you would like to update. You can update your employee's:
 - a. Name
 - b. Birth Date
 - c. Gender
 - d. Mailing Address
 - e. Email
 - f. Primary and Secondary Phone Numbers

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EMPLOYEE INFORMATION

EMPLOYEE PERSONAL INFORMATION **4** Update personal information

Name	Chris Granite	Birth Date	January 01, 1980	Gender	Male
Mailing Address	1600 Adobe Way Ladybird TX 77777	Email	cgranite@gmail.com		
Primary Contact Phone Number	(512)-555-2022	Secondary Phone Number			

Update Update Update Update

5. Make the update then click “Save”.

Once you click “Save”, we will send a confirmation to your employee.

TEXAS COUNTY & DISTRICT DATABASE SYSTEM

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UPDATE EMPLOYEE PERSONAL INFORMATION

If your employee has a new legal name or needs their birth date or gender corrected, please update the corresponding fields below. We will notify this employee when we've updated their information in our system.

First name: Middle name: Last name: Suffix: ▼

Birth Date: Gender: ▼

5 Save

6. You can view your activity by checking in “Portal Activity”.

INVESTMENTS ABOUT US NEWS & PUBLICATIONS FORMS EMPLOYERS MEMBERS

PORTAL ACTIVITY

Filter By:

USER ID:

DATE RANGE: TO

USER LOGON:

ACTIVITY TYPE: ▼

SUBMIT

USER ID	USER LOGON	DATE CREATED	ACTIVITY TYPE
secadmin319_100		05-10-2022 5:15:24 PM	EmployerUpdatedEmployeeBeneficiaries
secadmin319_100		05-10-2022 5:13:18 PM	EmployerViewedEmployeeBeneficiaries
secadmin319_100		05-10-2022 5:13:03 PM	EmployerViewedEmployeeBeneficiaries

If you have any questions or need help, please call TCDRS Employer Services at 800-651-3848.