

## WIASRD HELP PAGE

The following steps provide instructions for the electronic submission of Workforce Investment Act Standardized Record Data (WIASRD) via EIMS.

### **File Standard**

The uploaded WIASRD file can be saved as a CSV or TXT file but must comply with the following:

- file must be comma delimited - must not be of fixed length or positional
- file must have 154 columns and 153 commas (no trailing comma after last column)
- date format must be YYYYMMDD
- columns 101,301,302,303 are required fields and must not be blank
- fields must be blank if no value specified - must not use string "**null**" for blank field
- maximum length of value for columns 338, 603, 612 - 620 is 9 characters

### **Log In**

Go to web site (URL to be announced) and type in your password. Passwords are provided to assigned individuals responsible for certifying WIASRD data.

### **Select Program**

From the main menu, select WIASRD.

### **Select Program Year**

Select Program Year from the drop down menu and Click Continue.

### **Submission Process**

Begin your WIASRD submission by selecting File Upload. Follow the instructions on the pages. If your file has been previously submitted then any subsequent upload will overwrite the previous.

### **View Results**

The WIASRD upload requires overnight processing. Please log into the system the next business day to view results of your submission. The EIMS system performs two types of error detection: format checks and edit checks, as outlined in TEGL 14-03. If there are errors detected in any of these error types, the links to each type of error will be activated:

[View Rejected Records--format checks](#)

[View Edit Checked Results--edit checks](#)

These links will display the records that were rejected, but will not specify which column(s) contain the errors. Consult attachment E to TEGl 14-00, Change 1 for the formats accepted by EIMS. Also, refer to the document that displays allowable values for WIASRD fields. The edit checks built into the system are: Item numbers 101 and 301 through 313c.

### **Resubmission Process**

Once the errors are corrected, you can resubmit your file. You must resubmit the entire file and not just the corrected data. Follow the **Submission Process** mentioned above to complete your resubmission.

### **Contact Information**

For **Program related questions**, contact  
Your Regional Performance Specialist or ETA Performance and Results Office Staff:

Amanda Ahlstrand  
[Ahlstrand.amanda@dol.gov](mailto:Ahlstrand.amanda@dol.gov)  
(202)693-3052

Paul Chae  
[Chae.paul@dol.gov](mailto:Chae.paul@dol.gov)  
(202)693-3992

For **assistance creating WIASRD files for upload**, contact

Social Policy Research Associates  
David Wright  
[David\\_wright@spra.com](mailto:David_wright@spra.com)

For **technical assistance**, contact

ETA Office of Technology Staff:  
Doris Chang  
[Chang.doris@dol.gov](mailto:Chang.doris@dol.gov)  
(202)693-3873

Aleks Krivitskiy  
[Krivitskiy.Aleksandr@dol.gov](mailto:Krivitskiy.Aleksandr@dol.gov)  
(202)693-3492