

New York State Department of Labor
W. Averell Harriman State Office Campus
Building 12, Room 440, Albany, NY 12240
www.labor.ny.gov

**Workforce Development System
Technical Advisory #15-10
September 21, 2015**

To: Workforce Development Community

SUBJECT: Quarterly Reporting Due Dates

PURPOSE

The purpose of this Workforce Development System Technical Advisory (TA) is to provide guidelines on quarterly reporting periods and data entry due dates for the Workforce Innovation and Opportunity Act (WIOA) and any activities carried out under the Workforce Investment Act (WIA).

This technical advisory rescinds and replaces TA #13-11, "WIA Quarterly Reporting Due Dates," issued on October 29, 2013.

POLICY

Local Workforce Development Boards must ensure that all necessary data entry is completed according to the due dates outlined herein.

PROCEDURES

- A. **One Stop Operating System (OSOS) users** must have complete data on participants entered into the system by the fifth business day following the end of the calendar quarter. This must include data for all participants (both exiters and non-exiters) who were active at any time up to the end of the reporting period. **Any data not entered by the deadline will not be included in the report for that quarter.** Data entered after the deadline will be included in the subsequent reports. The New York State Department of Labor (NYSDOL) will extract a file from OSOS each quarter, which will be used for quarterly reports. **The file extracted in July (for the period ending June 30) will be used in the fourth quarterly report and the annual report that is submitted to the United States Department of Labor (USDOL).**

Deadlines for the next four (4) quarters for OSOS users to have complete data in OSOS in order to meet reporting requirements are:

Reporting Period Ending	Deadline for Data Entry into OSOS is Close of Business:
9/30/2015	10/7/2015
12/31/2015	1/8/2016
3/31/2016	4/7/2016
6/30/2016	7/8/2016

B. **Non-OSOS users** must submit a quarterly participant file in the Workforce Investment Act Standardized Record Data (WIASRD) format, specifically in Section B, WIASRD Format, for all participants who were active at any time during the period shown in the following chart. The file must be submitted by the sixth business day following the end of each calendar quarter. **The quarterly or annual report will be generated from the previous quarterly WIASRD file for an area that does not submit a file by the deadline shown on the chart.** Please note that the file submitted in July (for the period ending June 30) will be used for the fourth quarterly report and the annual report that is submitted to USDOL.

Reporting Period Ending	Deadline for Data Entry into OSOS is Close of Business:
9/30/2015	10/8/2015
12/31/2015	1/9/2016
3/31/2016	4/8/2016
6/30/2016	7/9/2016

The full WIASRD file must be submitted via the OIT ftp site: <https://sft.ny.gov>.

INQUIRIES

Questions regarding this TA may be directed to: DEWS.Performance@labor.ny.gov.