WORKFORCE FILE SPECIFICATIONS

Workforce Unemployment Insurance

Version 1.2.0

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General Information

This document describes the data elements collected by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS). Valid values and data validation rules that can be performed prior to data submission are listed where appropriate.

High-Level Data Collection Workflow

Scope

All students enrolled in courses (for credit AND/OR noncredit) at the institution for given academic year.

File Names

File Specification	*File Name*
Workforce Unemployment Insurance	#####_wf_uiwage_YYYY_##.csv

Where	Represents
#####	IPEDS Institution ID
YYYY	Academic Year Ending
##	Optional sequence Number

Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: *NSWERS Field Name [File Specification: Field Name (Field Number)] where:

- An asterisk (*) indicates the data element is a mandatory field. A non-blank or non-null value must be supplied in all mandatory fields for each record, or the data loading process will reject the record.
- NSWERS Field Name represents the name of the data element commonly used by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS).
- File Specification indicates the formal name of the file specification.
- Field Name indicates the formal name of the field within the file specification.
- Field Number indicates the position of the field within the file specification.

Academic Year Ending

The academic year is understood as July 1 – June 30. Postsecondary data will

be organized by academic year using Academic Year Ending. For example, the Academic Year Ending field for 2020 – 2021 will simply read: “2021”.

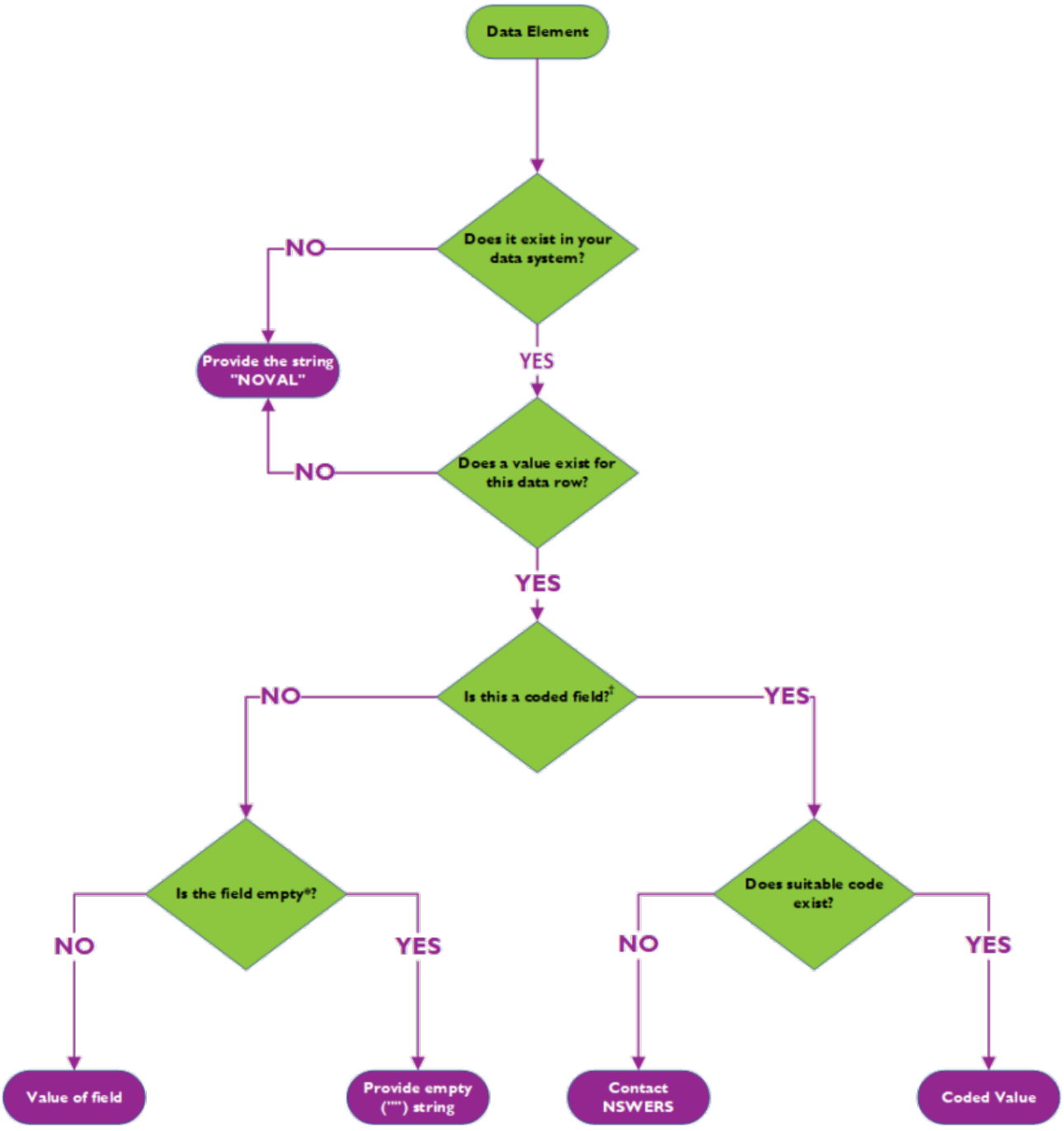
Notes of Importance

- Any values that contain a comma must be enclosed with quotes.
- Data fields should be ordered in the same sequence as identified in this document.

All files should be submitted in .csv format.

To maintain data privacy and security, and to preserve the informational chain of custody, NSWERS staff cannot edit original source data files. It is the responsibility of each data contributing partner to resolve errors discovered during data submission, validation, and certification processes. Corrected data files should be re-uploaded by partners into the NSWERS data system.

Decision Tree: Reporting for Nonmandatory Data Elements



†The field is represented by a code in the data specifications (e.g. gender, GED Status, etc)

*The field is blank or represented by a blank placeholder in your data system

Workforce Unemployment Insurance

The UI Quarterly Wage Records file collects matched workforce records for the students identified in the Student Match file. The UI Quarterly Wage Records file is provided by NDOL to NSWERS.

Additional details can be found on our website at https://nswers.orgs/insights/data-dictionary-and-elements/

*SSN [Workforce Unemployment Insurance:SSN (1)]

Provide the student's Social Security Number or Individual Taxpayer Identification Number (9 digits, no dashes, #########).

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format
##########

Full Name [Workforce Unemployment Insurance:Full Name (2)]

Verification Details
Names must be alpha (a-z) and single quote (‘), dash/hyphen(-), and period (.).

Last Name [Workforce Unemployment Insurance:Last Name (3)]

Provide this individual's surname or name borne in common by members of a family.

Verification Details
Names must be alpha (a-z) and single quote (‘), dash/hyphen(-), and period (.).

First Name [Workforce Unemployment Insurance:First Name (4)]

Provide the name given to this individual at birth, baptism, or during another naming ceremony, or through legal change.

Verification Details
First name cannot be “NULL”. Names must be alpha (a-z) and single quote (‘), dash/hyphen(-), and period (.).

Total Quarterly Hours Paid [Workforce Unemployment

Insurance:Hours Paid (5)]

Provide the individual's total number of hours paid for the quarter.

Format
##.##

NAICS Code [Workforce Unemployment Insurance:NAICS Code (6)]

Provide the two digit North American Industry Classification System (NAICS) code of the individual's employer.

Format
##

Ownership Code [Workforce Unemployment Insurance:Ownership Code (7)]

Provide the code indicating whether the individual's employer is classified as a government (local, state or national) entity or private business.

Code	*Description*
1	Federal Government
10	Federal Government
2	State Government
20	State Government
3	Local Government
30	Local Government
5	Private
50	Private
99	UNKNOWN
00	UNKNOWN
0	UNKNOWN

Job Title [Workforce Unemployment Insurance:Job Title (8)]

Provide a description of the individual's job title.

Employer ID [Workforce Unemployment Insurance:Employer ID

(9)]

Provide the individual's encrypted, unique employer ID.

*Wages [Workforce Unemployment Insurance:Wages (10)]

Provide the individual's total quarterly wages.

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

*Year and Quarter [Workforce Unemployment Insurance:Year and Quarter (11)]

This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Format
#####

Workforce Unemployment Insurance

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	SSN	String	9	#########
	2	Full Name	String	25	
	3	Last Name	String	25	
	4	First Name	String	25	
	5	Total Quarterly Hours Paid	Float		##.##
	6	NAICS Code	Integer	6	##
	7	Ownership Code	String	2	(one of set)
	8	Job Title	String	50	
	9	Employer ID	String	25	
	10	Wages	String	25	
	11	Year and Quarter	Integer	5	#####