WORKFORCE FILE SPECIFICATIONS

Version 1.5.0

Workforce Student Match

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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 Student Match	#####_wf_student_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”.

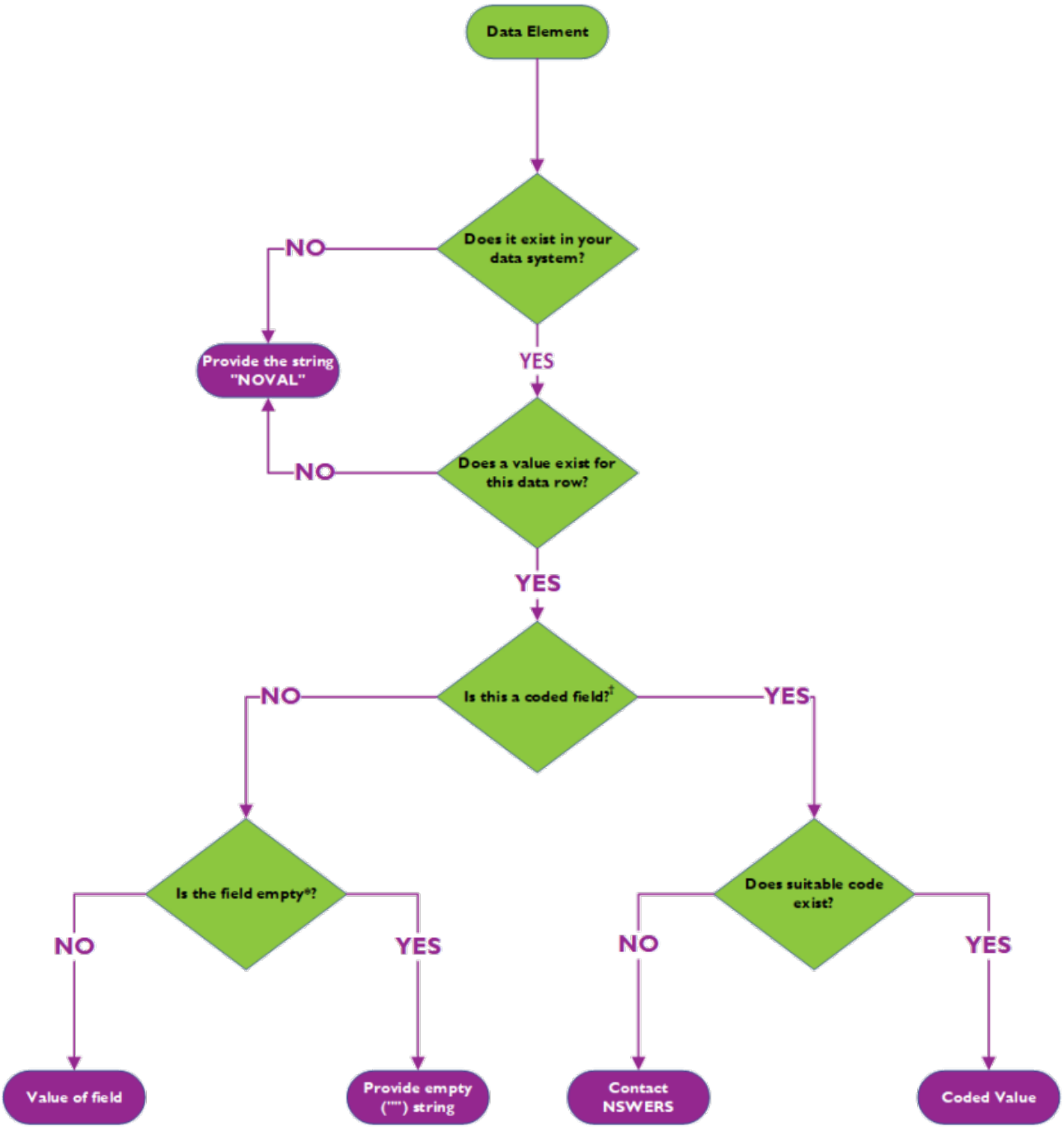
Notes of Importance

- 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 Student Match

The Student Match file supplies the necessary data elements for use in matching student education records to workforce records by the Nebraska Department of Labor (NDOL). The Student Match file is provided by NSWERS to NDOL.

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

*SSN [Workforce Student Match: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
#########

*First Year and Quarter [Workforce Student Match:First Year and Quarter (2)]

A 5-digit number (format: YYYYQ) indicating the first year and calendar quarter for UI quarterly wage record matching purposes.

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

Format
#####

*Last Year and Quarter [Workforce Student Match:Last Year and Quarter (3)]

A 5-digit number (format: YYYYQ) indicating the last year and calendar quarter for UI quarterly wage record matching purposes.

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

Format
#####

Workforce Student Match

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	SSN	String	9	#########
	2	First Year and Quarter	Integer	5	#####
	3	Last Year and Quarter	Integer	5	#####