

Local Workforce Board Code Management Tool Guide

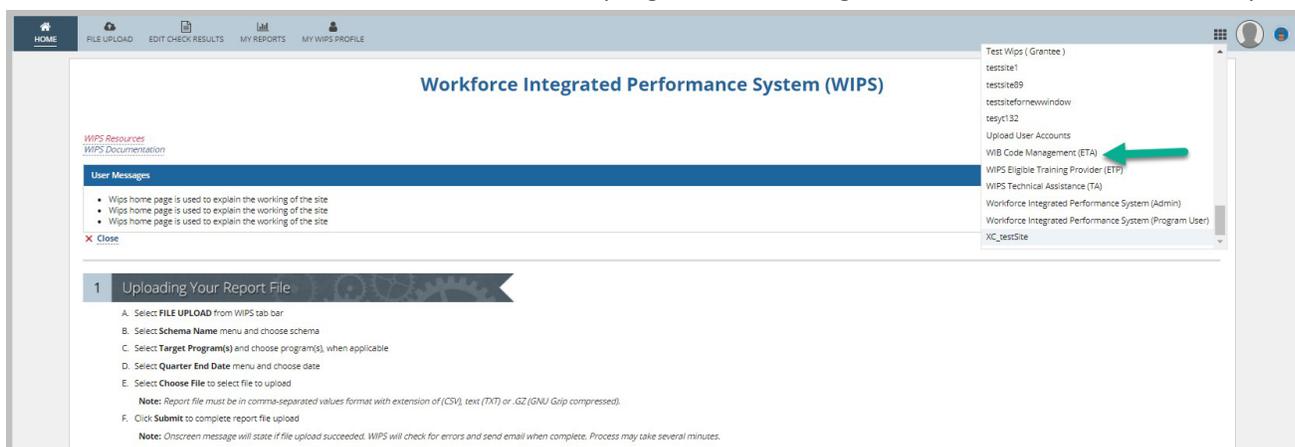
August 2023

In general, there are a few things that users should note about Local Workforce Board Code Management before using this site:

- Local Workforce Board Codes are managed by USDOL and assigned to authorized State users in WIPS.
- States determine:
 - Workforce Board name (WIB Name)
 - Workforce Board Jurisdictions (counties, boroughs, etc.)
- All codes must have coverage
- Areas can only be used in a single code
- The Local Workforce Board Codes are maintained on a per program year basis

Important features of Local Workforce Board Code Management site:

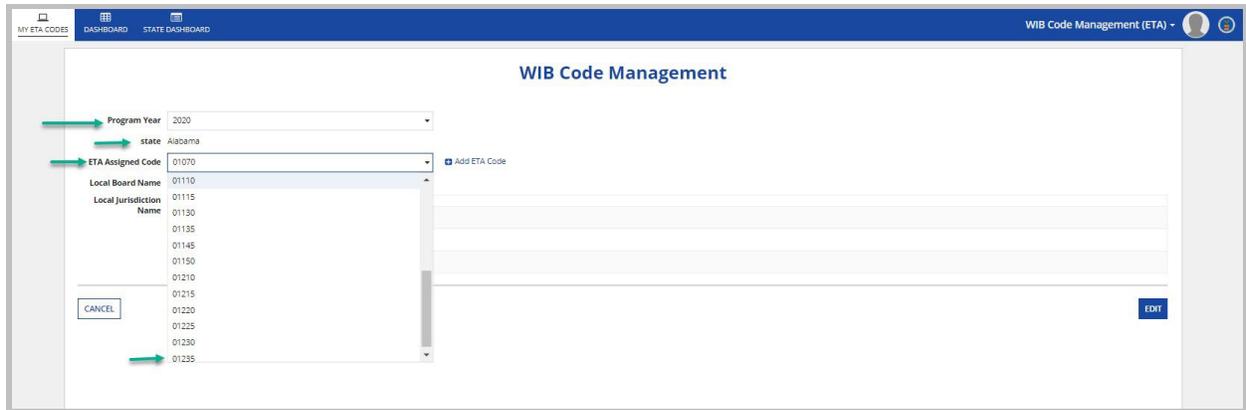
- The Local Workforce Board Code Management site is available for Program Year 2016 and forward.
- The authorized state users can access Local Workforce Board Code Management site called “WIB Code Management.”
- The Local Workforce Board Code Management site can be accessed through navigation icon (see image below).
- The “My ETA Code” and “DASHBOARD” tabs are for authorized state users.
- Users can add new Local Workforce Board codes for current program year under “My ETA Code”.
- Users can edit existing Local Workforce Board codes for current program year under “My ETA Code”.
- The codes are incremental by 5 and generated by the system.
- The “DASHBOARD” is per state and per program year with data download functionality.
- Revision history is maintained to view when changes were made and produce past versions.
- Without a change, Local Workforce Board codes will map automatically to the next Program Year. The system takes a snapshot of Local Workforce Board code data for next program year on June 1st
- The “STATE DASHBOARD” is available for program users along with data download functionality.



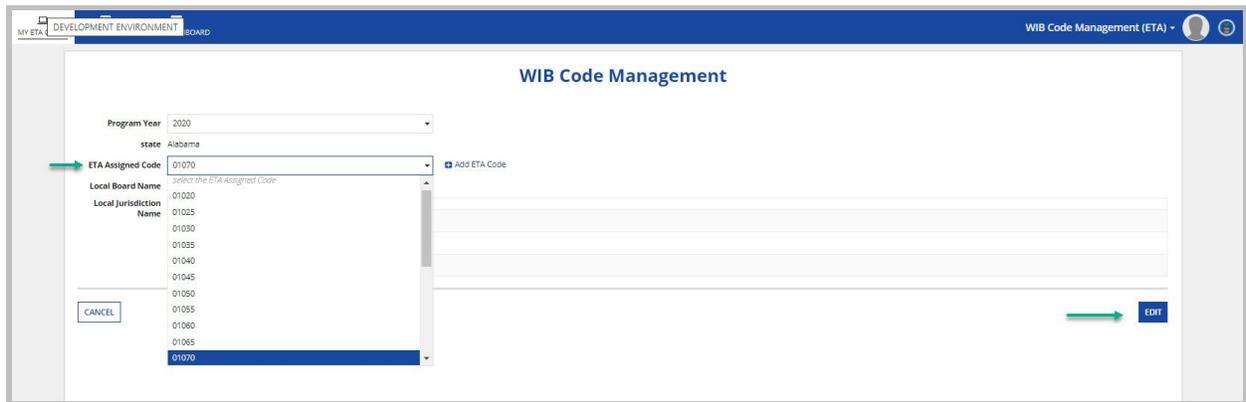
1. Navigate to the Local Workforce Board code management tool using the navigation icon (see image above). State assigned users can see only “My ETA CODES” and “DASHBOARD” tabs when they enter this tool.

2. Navigate to the “My ETA CODES” tab, where you’ll see the default Program Year the current Program Year and state is default to user’s assigned state. See image below.

Note that the ETA Assigned Code displays all the Local Workforce Board codes assigned to user’s state.



3. Select the Local Workforce Board code you wish to edit.



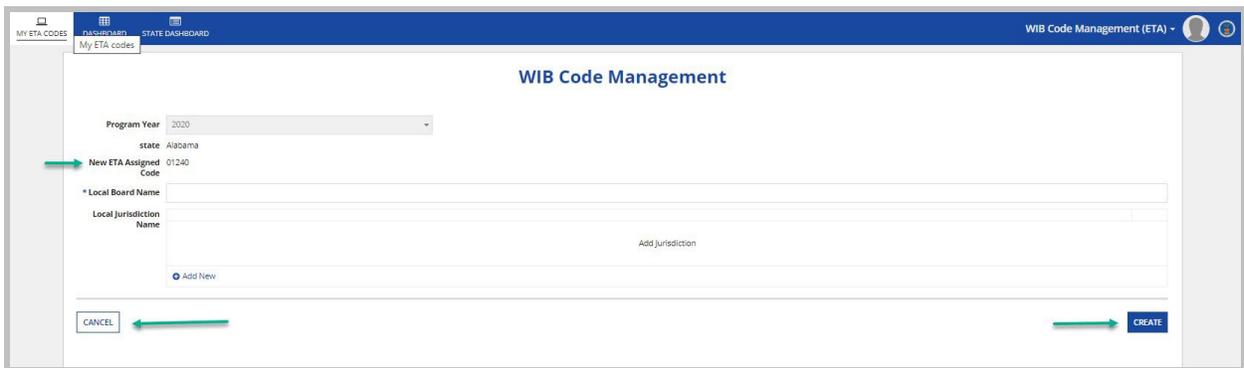
4. Click on the **EDIT** button
5. Make updates in the appropriate fields and click on **SUBMIT** button to submit OR **CANCEL** button to go back without submitting.



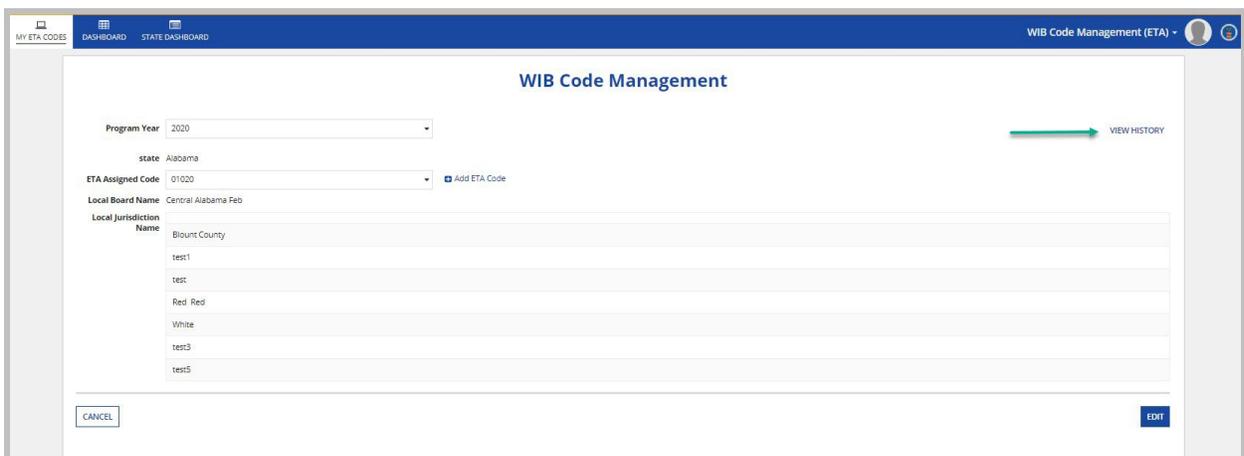
- Click on **"Add ETA Code"** hyperlink, which prompts the user to add new Local Workforce Board codes.



- The last Local Workforce Board code in this example is "01235". When the user clicks "Add ETA Code" the system automatically provides the next new Local Workforce Board code by incrementing by 5, which is "01240". Users then must add the required data and click on **CREATE** button to save the changes OR click **CANCEL** button disregard the changes.



- Users can check previous changes by clicking on hyperlinked **"View HISTORY"**. Clicking the on hyperlink displays ETA code history for that state (see example on next page).



MY ETA CODES DASHBOARD STATE DASHBOARD WIB Code Management (ETA)

WIB Code Management

Back

ETA Code history

| Year | ETA Code | State | Local board name | Jurisdiction Name | Change Type | User | Timestamp |
|------|----------|---------|-----------------------|-------------------|---------------|-------------------|------------------------|
| 2017 | 01020 | Alabama | Central Alabama Test2 | Blount County | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2018 | 01020 | Alabama | Central Alabama Test2 | Blount County | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2019 | 01020 | Alabama | Central Alabama Test2 | Blount County | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2019 | 01020 | Alabama | Central Alabama Test2 | test1 | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2019 | 01020 | Alabama | Central Alabama Test2 | test | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2019 | 01020 | Alabama | Central Alabama Test2 | Red Red | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2019 | 01020 | Alabama | Central Alabama Test2 | White | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2019 | 01020 | Alabama | Central Alabama Test2 | test3 | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2018 | 01020 | Alabama | Central Alabama Test2 | Test 33 county | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2018 | 01020 | Alabama | Central Alabama Test2 | Test 22 county | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2018 | 01020 | Alabama | Central Alabama Test2 | Test 44 county | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2018 | 01020 | Alabama | Central Alabama Test2 | Test 55 county | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2020 | 01020 | Alabama | Central Alabama Test2 | Blount County | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2020 | 01020 | Alabama | Central Alabama Test2 | test1 | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2020 | 01020 | Alabama | Central Alabama Test2 | test | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2020 | 01020 | Alabama | Central Alabama Test2 | Red Red | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2020 | 01020 | Alabama | Central Alabama Test2 | White | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2020 | 01020 | Alabama | Central Alabama Test2 | test3 | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2019 | 01020 | Alabama | Central Alabama Test2 | test4 | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |
| 2020 | 01020 | Alabama | Central Alabama Test2 | test5 | NAME - UPDATE | asha kiran kotnli | 2/24/2021 10:02 AM EST |

1 - 20 of 166

9. Users can also view Local Workforce Board data for their assigned State/Territory under “**DASHBOARD**” tab. The interface has filters, a search by ETA Code functionality, and download functionality.

MY ETA CODES DASHBOARD STATE DASHBOARD WIB Code Management (ETA)

WIB Code Management

ETA Code Dashboard

State/Territory Alabama

Program Year 2020

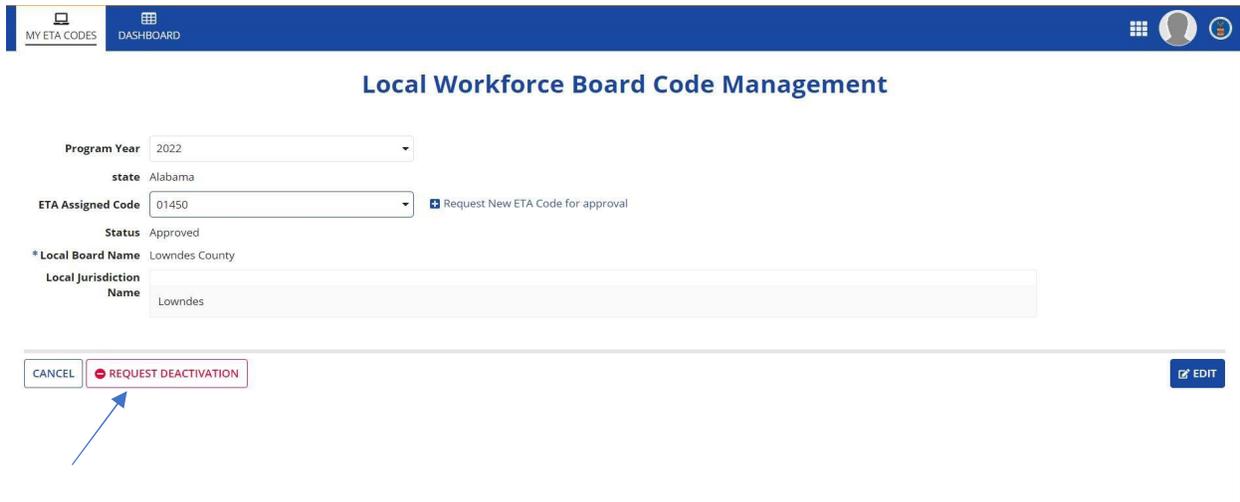
Created Date 05/28/2021

ETA Code Search By ETA Code CLEAR FILTER Download table data

| ETA Code | Local Board Name | Jurisdiction Name | Program Year | Created Timestamp |
|----------|---------------------|--------------------|--------------|-----------------------|
| 01020 | Central Alabama Feb | Blount County | 2020 | 7/17/2019 1:51 PM EDT |
| 01020 | Central Alabama Feb | test1 | 2020 | 7/17/2019 1:51 PM EDT |
| 01020 | Central Alabama Feb | test | 2020 | 7/17/2019 1:51 PM EDT |
| 01020 | Central Alabama Feb | Red Red | 2020 | 7/17/2019 1:51 PM EDT |
| 01020 | Central Alabama Feb | White | 2020 | 7/17/2019 1:51 PM EDT |
| 01020 | Central Alabama Feb | test3 hello harman | 2020 | 7/17/2019 1:51 PM EDT |
| 01020 | Central Alabama Feb | test5 hello harman | 2020 | 7/17/2019 1:51 PM EDT |
| 01025 | East Erc | Autauga County | 2020 | 7/17/2019 1:51 PM EDT |
| 01025 | East Erc | Bullock County | 2020 | 7/17/2019 1:51 PM EDT |
| 01025 | East Erc | Chambers County | 2020 | 7/17/2019 1:51 PM EDT |
| 01025 | East Erc | Coosa County | 2020 | 7/17/2019 1:51 PM EDT |
| 01025 | East Erc | Dallas County | 2020 | 7/17/2019 1:51 PM EDT |
| 01025 | East Erc | Elmore County | 2020 | 7/17/2019 1:51 PM EDT |
| 01025 | East Erc | Lee County | 2020 | 7/17/2019 1:51 PM EDT |
| 01025 | East Erc | Lowndes County | 2020 | 7/17/2019 1:51 PM EDT |
| 01025 | East Erc | Macon County | 2020 | 7/17/2019 1:51 PM EDT |

DEACTIVATING A CODE: Submitting an ETA Assigned Code Deactivation Request

1. The following screenshot below will display after signing into the Local Workforce Board Code Management site.
2. To request for ETA Approved code deactivation, click the REQUEST DEACTIVATION button.

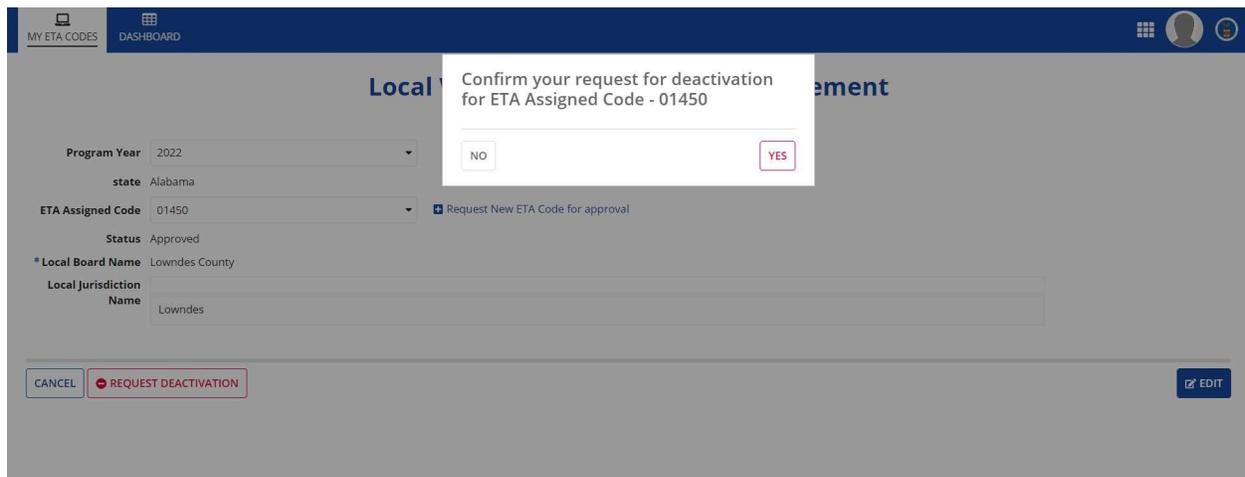


The screenshot shows the 'Local Workforce Board Code Management' dashboard. At the top, there are navigation links for 'MY ETA CODES' and 'DASHBOARD', along with a user profile icon. The main content area displays a form with the following fields:

- Program Year:** 2022
- state:** Alabama
- ETA Assigned Code:** 01450
- Status:** Approved
- * Local Board Name:** Lowndes County
- Local Jurisdiction Name:** Lowndes

Below the form, there are three buttons: 'CANCEL', 'REQUEST DEACTIVATION' (highlighted with a red border and a blue arrow), and 'EDIT'.

3. Once the REQUEST DEACTIVATION button is clicked, a warning message like the screenshot below will appear. To confirm request, select Yes. This completes the Request Deactivation Process.



The screenshot shows the same dashboard as above, but with a confirmation dialog box overlaid. The dialog box contains the text: 'Confirm your request for deactivation for ETA Assigned Code - 01450'. Below the text are two buttons: 'NO' and 'YES'.

4. Once a request is submitted, the Status is updated to “Pending Deactivation” like the screenshot below:

The screenshot displays the 'Local Workforce Board Code Management' interface. At the top, there is a blue navigation bar with 'MY ETA CODES' and 'DASHBOARD' on the left, and a user profile icon on the right. The main title is 'Local Workforce Board Code Management'. Below the title, the form contains the following fields and values:

- Program Year:** 2022
- state:** Alabama
- ETA Assigned Code:** 01450 (with a '+ Request New ETA Code for approval' link)
- Status:** Pending Deactivation
- * Local Board Name:** Lowndes County
- Local Jurisdiction Name:** Lowndes

At the bottom of the form, there are three buttons: 'CANCEL', 'REQUEST DEACTIVATION' (highlighted in red), and 'EDIT'.

5. Once a request is Approved or Rejected, a notification will be sent to the Requester.