

H-1B Performance Tip Sheet: Workforce Integrated Performance System (WIPS) Nursing Expansion and Building Pathways Grant Programs

How do I access WIPS?

Grantee users access WIPS using the link <https://entbpmp.dol.gov/suite/sites/wips?signin=login-gov>. Note that the link to WIPS on the Login.gov *Your Connected Accounts* page will not update automatically.

Only approved Users with WIPS accounts and valid login.gov credentials may access the system. (See **How many WIPS access accounts can my grant have?**)

Current WIPS users can request account/password reset or account deactivation by using the following link: [WIPS Technical Assistance Request](#).

The [WIPS User Walkthrough video series](#) can help familiarize new WIPS users to its interface, features, and functionality. See the [Login.gov User Guide](#) for more assistance with Login.gov.

How many WIPS access accounts can my grant have?

The H-1B program office allows up to three staff members at each H-1B grant to receive WIPS user access accounts. Grants must have at least one “**certification account**” with the option to add a second “certification account” and one “**upload account**.” Grant Authorizing Officials must send an email to the grant program mailbox to request new access credentials for a staff member or a change in user access. See the [User Role Policy](#) for more information.

If I have multiple H-1B grants, do I need a separate user account for each grant?

The Authorizing Official can access all grants awarded using the same user account. However, if your organization was awarded multiple Department of Labor (DOL) grants, you must submit in WIPS the performance data associated with each grant as separate data files. The Authorizing Office must separately request access for other users as appropriate to the grant program. (See **How many WIPS access accounts can my grant have?**)

How do I upload data in WIPS for multiple grants?

The grant number entered in PIRL 938 (H-1B Grant Number) must be the same for all participants in the data file corresponding to the grant program for which that data file is submitted. The grant number provided in PIRL 938 is used to verify the grant for which WIPS is generating a Quarterly Performance Report (QPR). WIPS will reject single csv data files that contain multiple grant numbers in PIRL 938.

Why is my data file not being accepted by WIPS?

You must use the current H-1B Participant Individual Record Layout (PIRL) schema provided by your grant’s program office. H-1B Grants will not generate an H-1B QPR from the full Workforce Innovation and Opportunity Act (WIOA) PIRL multi-program schema. Do not submit a data file with the full WIOA PIRL.

What file formats does WIPS accept?

Data files submitted by grantees should be in a .csv or .txt file format.

Why is my data file being rejected by WIPS?

WIPS will reject data files with errors when they are not formatted properly. Please note the following important formatting requirements:

- If you use a .csv file, the number of columns in the file must be the same as the number of data elements in the PIRL. For example, 2021 H-1B PIRL (Version 1.1) has 90 data elements and requires 90 columns to be in your data file.
- If you use an Excel spreadsheet to manage your data, make sure you export only the PIRL data elements that start from PIRL 100 and end in PIRL 2911.
- If you export code values or spaces in other column or row cells in your spreadsheet, this will result in a data file format error.
- Column headers and extra rows or footers should be removed when uploading your data file in WIPS.
- Do not include PIRL data element numbers or names of data elements or any other column heading in your data file.

What is an Invalid Column # error?

"The number of columns in your data file must be Invalid Column #" is a Format Error that occurs when the data file has less than or more than the required number of columns (i.e., the number that corresponds with the number of data elements in the current H-1B PIRL).

If you receive this error, ensure that the number of columns in your data file matches the number of PIRL data elements exactly. All current H-1B PIRL data elements must be represented by a column in your data file. Even if you are not reporting any data for a data element, you must include a blank column for that data element in your data file. You should also ensure that you have not inadvertently included any data in additional columns.

My data file has the correct number of columns, but I'm still receiving an error.

Sometimes a blank space in an extra column will trigger the Invalid Column # error. To circumvent an error caused by spaces or other stray characters, delete several columns after the required number and try resubmitting the file.

I received a format error message that says my file includes lines not associated with a participant ID. How do I resolve it?

This error indicates that you may have mistakenly input values in rows that are not a part of your data file. Try deleting several rows after your last participant row and try resubmitting the file.

WIPS has accepted my data file, but I received errors with the participant data. How do I resolve them?

Resolve any errors with the data in your data file in your original Management Information System (MIS) database. Then export the revised information as a new .csv data file that will be uploaded to WIPS (if

using a .csv file).

I received a valid values error/logic rule error for a data element that I believe should be blank. How do I resolve the error?

If you receive a Valid Values error or a Logic Rule error for a participant with a data element that you believe should be blank, the field may contain a space that WIPS is reading as a character. Check the field to ensure that it does not contain any inadvertent spaces.

You can always view the data in your data file by opening it in Notepad. To do so, right click your csv data file icon in your file folders. Select the Open with Notepad option to review the contents of your data file.

I resolved data errors, but now WIPS won't accept my file.

If you select the icon to open your .csv data file in your file folders, it will automatically open as an Excel Spreadsheet. This will automatically reformat some of the data (for example, leading zeros will be deleted as described below).

To prevent this, the .csv file must be opened in Notepad by right clicking on the document's icon and selecting "Open With" followed by "Notepad."

Why are the leading zeros in code values not transferring to my .csv file?

Leading zeros are truncated and will not appear unless formatted properly. PIRL Data Elements 923, 1303, 1310, and 1315 have code values selections that contain leading 0s.

If using Excel, grantees should format these cells as text cells for the leading zeroes to appear when the file is saved as a csv file. Grantees using other applications should ensure that leading 0s for these data elements are formatted correctly to ensure that they are not truncated when converting to a csv file.

Please note that you may also need to do this for any Unique Individual Identifier or Social Security Number that begins with 0.

Where do I obtain the participant's Unique Individual Identifier?

Grantees must create and assign a unique 12-digit alphanumeric identifier to each participant and report it in PIRL 100. The identifier cannot contain social security numbers. Please ensure that PIRL Data Element 100 (Unique Individual Identifier) has a different value for each participant.

I am trying to upload my Quarterly Narrative Report (QNR), but the only acceptable formats are .csv and .txt.

The formats .csv and .txt are the data file formats accepted by WIPS for generated the QPR and are unrelated to QNR submissions. Each quarter, your QNR responses must be typed directly into WIPS using the provided text fields for each section. You may optionally attach .doc or .pdf files to the QNR you submit in WIPS by navigating to the "My Reports" tab. Click on the "Add New" button on the right-hand side of the page to upload your attachments.

WIPS logged me out before I could finish submitting my reports. How can I prevent that from happening?

Inactive users will be automatically logged out after 30 minutes of inactivity. To stay active in WIPS while you are uploading a data file or typing your QNR, refresh the page or navigate between the tabs “Home”, “File Upload”, “Edit Check Results”, etc.

The data file I submitted was incorrect. How do I submit a new one?

If a data file is incorrect, you can upload revised data files for the reporting quarter until the data is error-free. Once an H-1B QPR form has been generated and certified it cannot be revised. If an H-1B QPR form has been generated and certified but later found to have errors, grantees should make corrections in the data file that is submitted in the subsequent quarter.

Where can I get help with WIPS?

There are two ways you can receive assistance with WIPS. You may submit a [WIPS Technical Assistance Request](#) or you can send in an inquiry to your grant mailbox.

Never send a copy of the csv file you are working with over email. The .csv files uploaded to WIPS contain social security numbers, which are considered Personally Identifiable Information (PII). The WIPS upload environment has protections in place for PII, but email does not. Transmitting PII via email is prohibited.

When sending data file questions/inquiries to your grant mailbox (NursingExpansion@dol.gov or BuildingPathways@dol.gov) always include your file ID number, as shown in WIPS. This will enable our technical staff to pull up the file you submitted (where PII is blocked from view) and provide you more information on the error.