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.
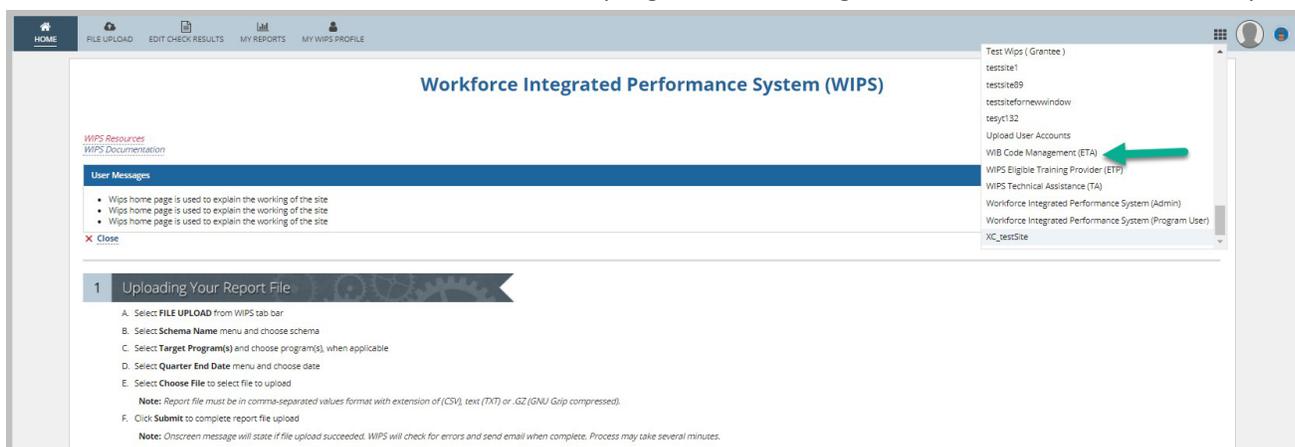
1. Navigate to the Local Workforce Board code management tool using the navigation icon (see image above).

   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.
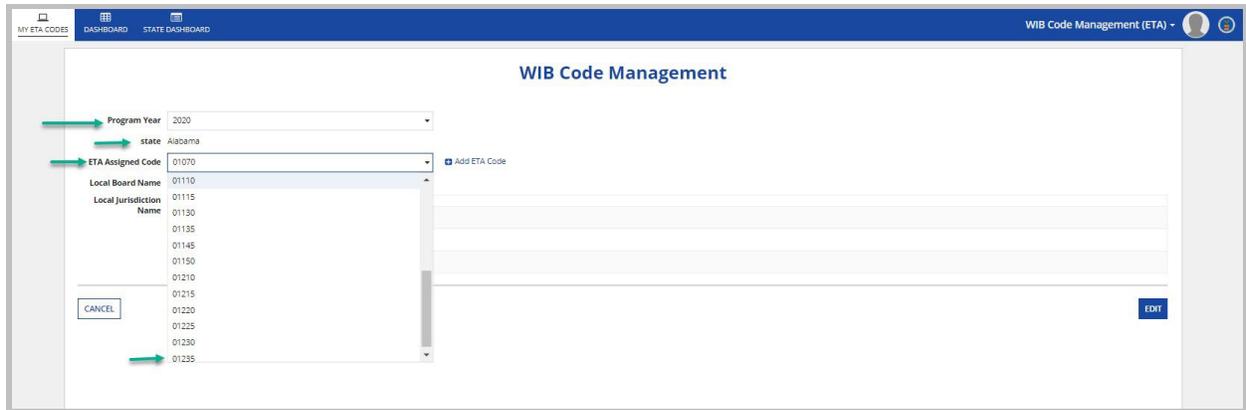
3. Select the Local Workforce Board code you wish to edit.
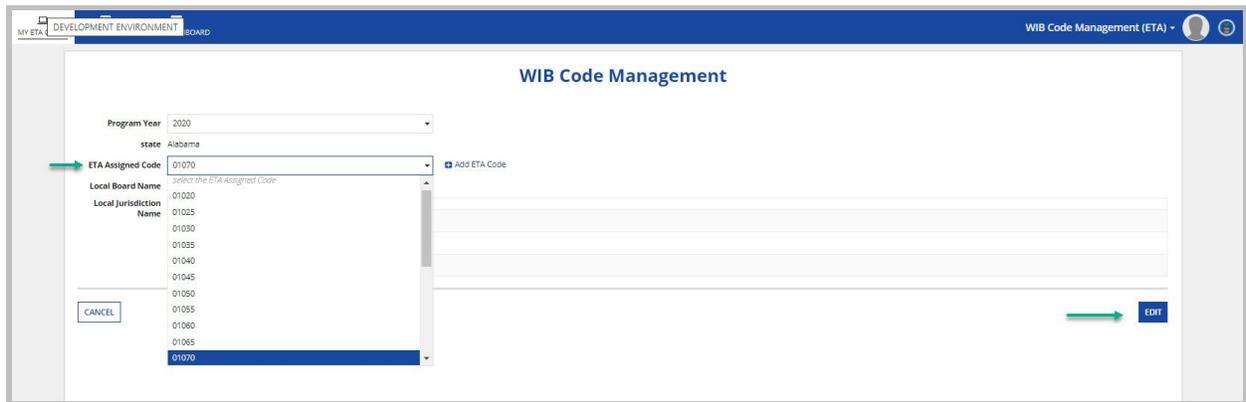
4. Click on the **EDIT** button

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

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

7. 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.
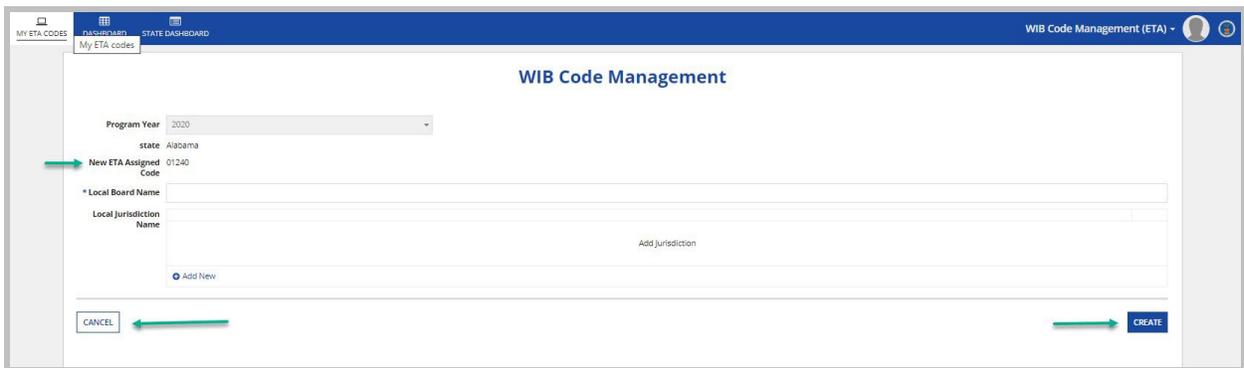
8. Users can check previous changes by clicking on hyperlinked **"View HISTORY".** Clicking the on hyperlink displays ETA code history for that state (see example on next page).
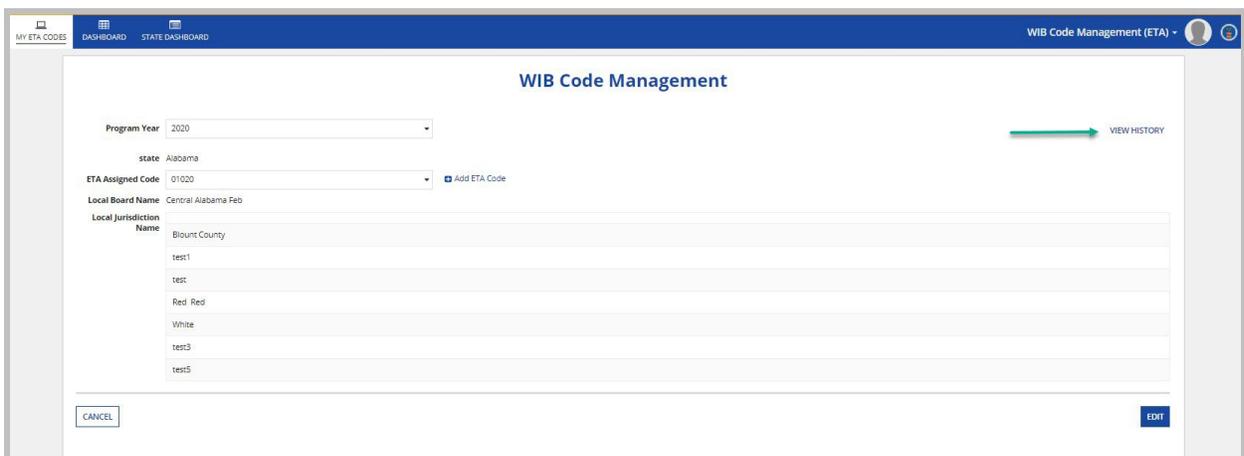
WIB Code Management

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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 kotni	2/24/2021 10:02 AM EST
2018	01020	Alabama	Central Alabama Test2	Blount County	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2019	01020	Alabama	Central Alabama Test2	Blount County	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2019	01020	Alabama	Central Alabama Test2	test1	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2019	01020	Alabama	Central Alabama Test2	test	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2019	01020	Alabama	Central Alabama Test2	Red Red	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2019	01020	Alabama	Central Alabama Test2	White	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2019	01020	Alabama	Central Alabama Test2	test3	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2018	01020	Alabama	Central Alabama Test2	Test 33 county	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2018	01020	Alabama	Central Alabama Test2	Test 22 county	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2018	01020	Alabama	Central Alabama Test2	Test 44 county	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2018	01020	Alabama	Central Alabama Test2	Test 55 county	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2020	01020	Alabama	Central Alabama Test2	Blount County	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2020	01020	Alabama	Central Alabama Test2	test1	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2020	01020	Alabama	Central Alabama Test2	test	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2020	01020	Alabama	Central Alabama Test2	Red Red	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2020	01020	Alabama	Central Alabama Test2	White	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2020	01020	Alabama	Central Alabama Test2	test3	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2019	01020	Alabama	Central Alabama Test2	test4	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST
2020	01020	Alabama	Central Alabama Test2	test5	NAME - UPDATE	asha kiran kotni	2/24/2021 10:02 AM EST

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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.

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 Ert	Autauga County	2020	7/17/2019 1:51 PM EDT
01025	East Ert	Bullock County	2020	7/17/2019 1:51 PM EDT
01025	East Ert	Chambers County	2020	7/17/2019 1:51 PM EDT
01025	East Ert	Coosa County	2020	7/17/2019 1:51 PM EDT
01025	East Ert	Dallas County	2020	7/17/2019 1:51 PM EDT
01025	East Ert	Elmore County	2020	7/17/2019 1:51 PM EDT
01025	East Ert	Lee County	2020	7/17/2019 1:51 PM EDT
01025	East Ert	Lowndes County	2020	7/17/2019 1:51 PM EDT
01025	East Ert	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.
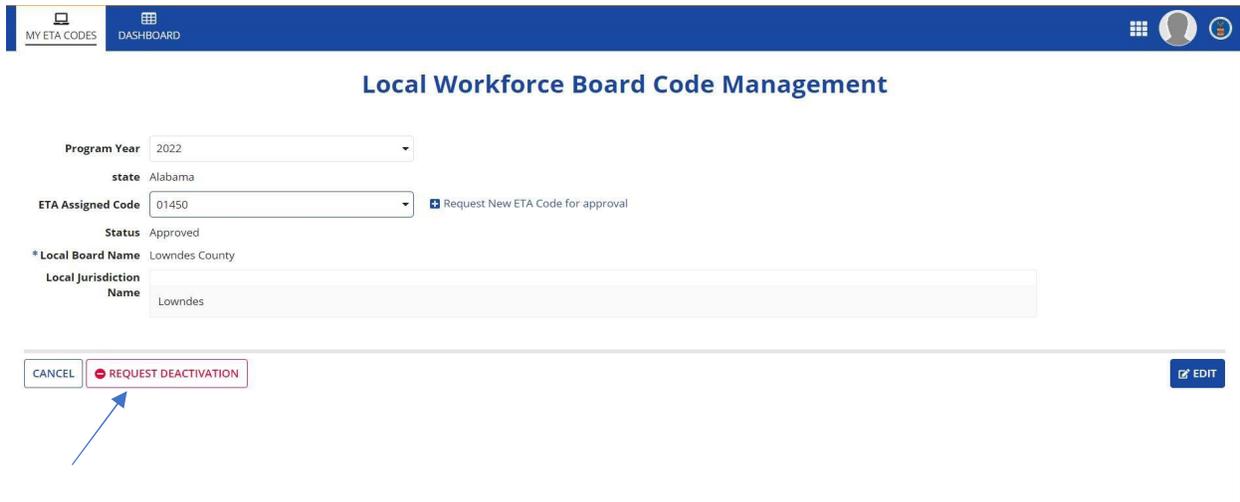
3. Once the REQUEST DEACTIVATION button is clicked, a warning message like the screenshot below will appear. To confirm request, select Yes. This completes the Request Deactivation Process.
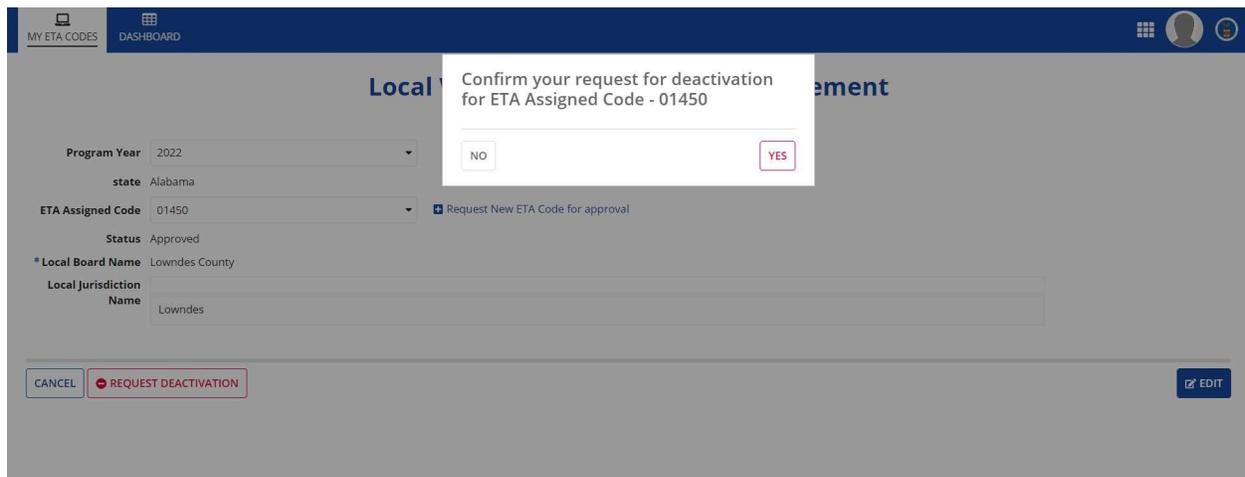
4. Once a request is submitted, the Status is updated to "Pending Deactivation" like the screenshot below:

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