

Workforce Integrated Performance System (WIPS)

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1 Uploading Your Report File

- A. Select **FILE UPLOAD** from WIPS tab bar
- B. Select **Schema Name** menu and choose schema
- C. Select **Target Program(s)** and choose program(s), when applicable
- D. Select **Quarter End Date** menu and choose date
- E. Select **Choose File** to select file to upload

Note: Report file must be in comma-separated values format with extension of (CSV), text (TXT) or .GZ (GNU Gzip compressed).

- F. Click **Submit** to complete report file upload

Note: Onscreen message will state if file upload succeeded. WIPS will check for errors and send email when complete. Process may take several minutes.

2 Checking and Correcting Errors in Your Report File

Note: WIPS will send emails if you have errors in report file.

- A. Go to Step 3 if your report had no errors, otherwise proceed to B
- B. Select **EDIT CHECK RESULTS** from WIPS tab bar
- C. View errors by selecting numeric hyperlinks under **Total Errors** and **Total Duplicates**
- D. Edit and save report file to correct errors

Note: This step is external to WIPS.

- E. Return to Step 1

3 Reviewing Your Uploaded Reports

- A. Select **MY REPORTS** from WIPS tab bar
- B. Select **Quarterly Performance Reports** or **Annual Performance Reports**
- C. Choose program from **Select Program** dropdown
- D. Find recent report uploaded under **Not Certified | Current Reporting Quarter** section

Note: Uploaded reports for earlier quarters will display under **Previous Reporting Periods** section.

- E. Open report by clicking hyperlink under **Status** in **Not Certified | Current Reporting Quarter** section
- F. Confirm accuracy of information
- G. Click **Certify** to send report for certification

Note: The associated **Quarterly Performance Report** must be certified before the **Annual Performance Report** can be certified.

Contact WIOA.Feedback@dol.gov if you need assistance.