

H-1B PERFORMANCE REPORTING SYSTEM GRANTEE USER'S GUIDE



The screenshot shows the login interface for the ETA Grantee Reporting System. At the top left is the ETA logo, a blue diamond with a white star, followed by the text "ETA" in red, "U.S. Department of Labor" in blue, and "Employment and Training Administration" in red. To the right, "Grantee Reporting System" is written in red. A red horizontal line separates the header from the login area. Below the line, the text "Please Login:" is displayed. Underneath, a smaller red line is followed by the instruction "Enter the Password for the grantee you are reporting on". A login form contains a "Password:" label, a text input field, and a "Login" button. A second red horizontal line is at the bottom of the form area. At the very bottom of the screenshot, the text "ETA Grantee Reporting System" is visible in red.

Contents*

Access the H-1B Performance Reporting System.....	1
Enter Data to Part 1: H-1B Technical Skills Training Grants Reporting Information (Part 1).....	3
Access H-1B Technical Skills Training Grants Reporting Information (Part 1) Report Form	3
Enter Data to H-1B Technical Skills Training Grants Reports (Part 1) Report Form.....	6
Enter Data: Summary of Certifications/Degrees/Licenses (Part 2).....	8
Access Summary of Certifications/Degrees/Licenses (Part 2) Report Form.....	8
Enter Data to Summary of Certifications/Degrees/Licenses (Part 2).....	10
Add Certifications—Select Option.....	10
Add Certifications—Search Option.....	16
Add Degrees—Select Option.....	20
Add Degrees—Search Option.....	25
Add Licenses—Select Option.....	30
Add Licenses—Search Option.....	36
Report Other Certifications/Degrees/Licenses	40
No Data to Report This Period.....	44
Enter Data: Narrative Project Status Summary (Part 3).....	46
Access Narrative Project Status Summary (Part 3) Report Form.....	46
Enter Data to Narrative Project Status Summary (Part 3) Report Form.....	48
Submit H-1B Technical Skills Training Quarterly Report	49

** This document is an extract of the draft H-1B Performance Reporting System Grantee User's Guide, including pg. 1-7.*

Access the H-1B Performance Reporting System

The H-1B Performance Reporting System allows grantees to access, enter data to, and submit and certify the H-1B Technical Skills Training Quarterly Report.

Grantees can record three kinds of program data in the quarterly report—first, a statistical overview of training results; second, detailed statistical information concerning certifications, degrees, and licenses received by program participants; and finally, a narrative overview of project plans and activities.

The Quarterly Report consists of three forms: **H-1B Technical Skills Training Grants Reporting Information (Part 1)**, **Summary of Certifications/Degrees/Licenses (Part 2)**, and **Narrative Project Status Summary (Part 3)**.

All three report forms (Parts 1, 2, and 3) are required for a complete H-1B Technical Skills Training Grant Quarterly Report, but you may enter and save data to them in any order. To certify and submit a complete H-1B Technical Skills Training Grant Quarterly Report, however, you must use the Part 3 report form.

Follow the steps below to access the **H-1B Performance Reporting System**.

1. Open your Web browser and type the following address in the URL **Location Field** at the top of the window: **<http://www.etareports.doleta.gov>** (Figure 1).

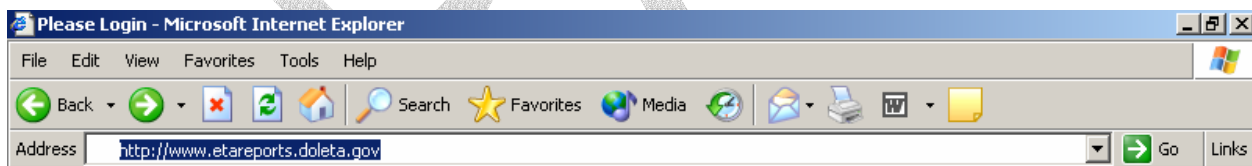


Figure 1: Web Browser Location Field

2. Press **Enter**. The **ETA Grantee Reporting System Login** screen is displayed (Figure 2).

The screenshot shows the login interface for the ETA Grantee Reporting System. At the top left is the ETA logo (U.S. Department of Labor, Employment and Training Administration) and the text "Grantee Reporting System". Below this is a red horizontal line. The main heading is "Please Login:" followed by the instruction "Enter the Password for the grantee you are reporting on". A form box contains a "Password:" label, a text input field with asterisks, and a "Login" button. A second red horizontal line is below the form, and the footer text "ETA Grantee Reporting System" is at the bottom.

3. Type your Password, then click . The H-1B Performance Reporting System Main Menu is displayed (Figure 3).

The screenshot shows the main menu for the H-1B Performance Reporting System. At the top left is the ETA logo (U.S. Department of Labor, Employment and Training Administration) and the text "H-1B Performance Reporting System". Below this is a red horizontal line. The main heading is "H-1B Technical Skills Training Grants Quarterly Reports" followed by the instruction "Please Choose the Grant Number:". A form box contains a "Grant Number to report on:" label, a dropdown menu showing "AH119500260", and a "Continue" button. At the bottom left is a blue link "Main Menu" and at the bottom right is a blue link "Log out". A red horizontal line is below the form, and the footer text "ETA Grantee Reporting System" is at the bottom.

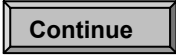
Figure 3: H-1B Performance Reporting System main menu

Enter Data to Part 1: H-1B Technical Skills Training Grants Reporting Information (Part 1)

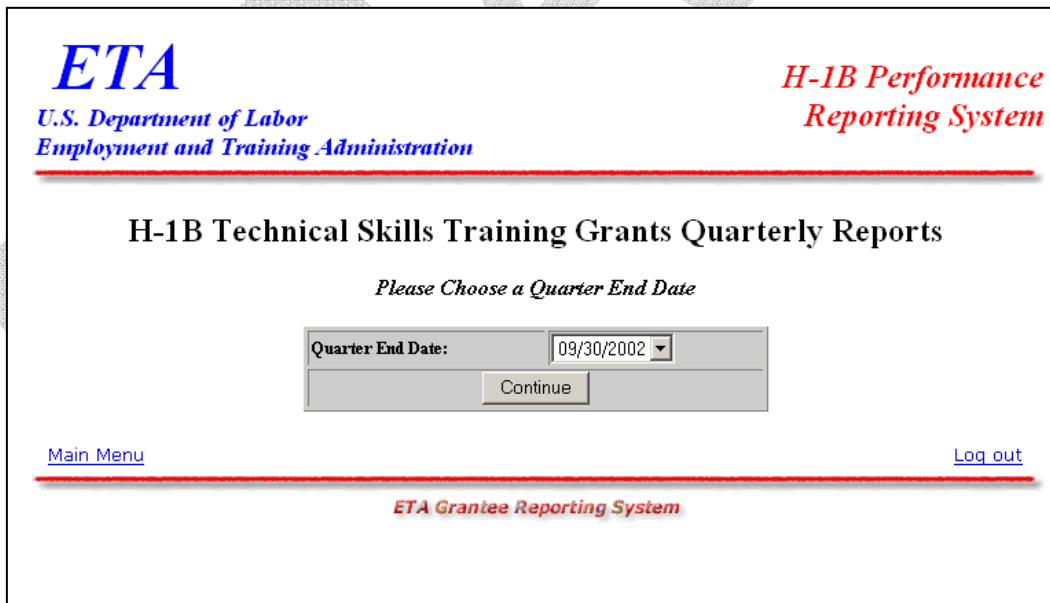
Access H-1B Technical Skills Training Grants Reporting Information (Part 1) Report Form

The H-1B Technical Skills Training Grants Reporting Information (Part 1) form allows you to record quantitative data on participant performance and progress during the most recent reporting period.

Follow the steps below to access the Part 1 report form.

1. Access the **H-1B Main Menu** (Figure 3).
2. Select a **Grant Number** from the drop-down list, and click . The **Quarter End Date** menu is displayed (Figure 4).

NOTE: The drop-down list will only consist of grants associated directly with the password provided.



ETA
U.S. Department of Labor
Employment and Training Administration

H-1B Performance Reporting System

H-1B Technical Skills Training Grants Quarterly Reports

Please Choose a Quarter End Date

Quarter End Date:

[Main Menu](#) [Log out](#)

ETA Grantee Reporting System

Figure 4: Quarter End Date Menu

3. Select a **Quarter End Date** from the drop-down list, and click . The Report menu is displayed (Figure 5).

ETA
U.S. Department of Labor
Employment and Training Administration

H-1B Performance Reporting System

**H1-B Performance Report for Pennsylvania,
Quarter Ending: 09/30/2002**

Please choose a report:

H1-B Performance Report:

[Main Menu](#) [Log out](#)

ETA Grantee Reporting System

4. from

Note: You may not submit a quarterly report for the current reporting period until reports from all previous quarters have been certified. If you attempt to submit a quarterly report out of sequence, an error message, like the sample below, appears indicating which reports must be submitted before you may proceed.

ETA
U.S. Department of Labor
Employment and Training Administration


H-1B Performance Reporting System

WARNING :

Your report for the quarter ending **03/31/2003** has NOT been Entered.
Please submit your report before entering this quarter's report.
Thank you.

[Main Menu](#) [Report Menu](#) [Log out](#)

Figure 6: Sample Error Message Screen

5. If you have not skipped a quarter, the selected form (Figure 7) is displayed when you click 

ETA
U.S. Department of Labor
Employment and Training Administration

H-1B Performance Reporting System

H-1B Technical Skills Training Grants Quarterly Reports
Quarterly Performance Report
(Part 1)

Awaiting State Certification as of 09/15/2003

State: Pennsylvania	Region: 2	Quarter Ending: 09/30/2002	FY: 2002	Grant Number: AH119500260
------------------------	--------------	-------------------------------	-------------	------------------------------

General Project Information

Project Name: H-1B Technical Skill Training Grants
 Name of Organization: WESTMORELAND-FAYETTE WORKFORCE INVESTMENT BOARD
 Name of the Person Responsible for Completing this form: JANIE
 Address of the Person Responsible for Completing this form: 123 RIVER RD, BETHASDA, PA 20850
 Phone of the Person Responsible for Completing this form: 282.225.2222
 Email of the Person Responsible for Completing this form:
 Date Certified:
 Date of Regional Acceptance:

Reporting Information

	Previous Cumulative	Current Period	Cumulative (Ass Calculated)
1. Newly Enrolled Participants this Quarter.	2,000	500	2,500
2. Exits this Quarter.	1,500	500	2,000
3. Number of Active Participants.		500	
4. Total Completions.	1,000	400	1,400
5. Number Expected to Complete Training by End of Project.		56	
6. Number of new job placements obtained by individuals as a result of H-1B training.	6,780	789	7,569
7. Number of promotions received by individuals as a result of H-1B training.	6,789	890	7,679
8. Number of new wage increases received by completers of the project as a result of H-1B training.	567	789	1,356
9. Amount of new wage increases received by completers of the project as a result of H-1B training.	\$ 989	\$ 670	\$ 1,667
10. Number of Veterans Enrolled.	67	89	156

[Main Menu](#) [Report Menu](#) [Log out](#)

Figure 7: Part 1 Report Form

Enter Data to H-1B Technical Skills Training Grants Reports (Part 1) Report Form

Follow the instructions below to complete the Part 1 report form.

1. Type your data in the fields inside the white boxes. Press the **Tab** key to move from field to field. You must enter whole numbers. No decimals are allowed. Do not enter commas—they are entered automatically.
2. Fields within gray-bordered boxes are calculated automatically—you cannot enter data to them.


Note for existing H-1B grants only: When you access the Part 1 Report Form for the first time, no data is displayed in the column headed **Previous Cumulative**. You must enter cumulative data for all previous quarters in that column. After you certify and submit your complete report (Parts 1-3) the first time, the **Previous Cumulative** column fills in automatically. You cannot enter data to it for subsequent submissions.

3. If you enter data incorrectly an error message is displayed, like the sample below (Figure 8).



Figure 8: (Part 1) Sample Error Message

4. You may view instructions for a field online by clicking the field's underlined title—e.g., Number of new job placements obtained by individuals as a result of H-1B training. To return to the form from the online instructions, click the underlined title in the instructions.
5. After you type all your data, you may print a copy of the form for your records.

- To save the form, click  at the bottom of the form. A screen is displayed confirming the date and time that the form was saved (Figure 9).

Note: Step 6 saves the report form to the system, but it does not officially submit the complete H-1B Technical Skills Training Grant Quarterly Report to ETA. See the section below, **Submit H-1B Technical Skills Training Quarterly Report**, for instructions on submission and certification.



ETA
U.S. Department of Labor
Employment and Training Administration

*H-1B Performance
Reporting System*

H-1B Technical Skills Training Grants Quarterly Narrative Report (Part 1)
Grant Number: AH119500260
State: Pennsylvania
Region: 2
Report Period: 09/30/2002
Has been modified on 09/15/2003 01:21:35
And is now awaiting Certification.

[Main Menu](#) [Report Menu](#) [Log out](#)

Note: Please print the screen for your records.

ETA Grantee Reporting System

Figure 9: Part 1 Confirmation Screen

- To continue your submission by filling out other report forms, click **Report Menu**.
- To return to the main menu, click **Main Menu**.
- To exit the system, click **Log out**.