

Incumbent Worker Tracking System (IWTS)
Bulk Upload Employees Instructions
February 11, 2015

There are two options for adding employee information required for reporting to IWTS:

Option 1 – Add employee information one at a time.

Option 2 – Bulk upload employee information.

These instructions are for the bulk upload option.

IMPORTANT: EACH EMPLOYEE IS ONLY ADDED ONCE TO A PROJECT PLAN.

1. Create an xml, excel, or csv file of your employee records. Refer to the sample files provided for each file type. Each record MUST include the following fields (for csv & excel files use field name headers):

ssn

firstName

lastName

zipCode

birthDate

ethnicity

militaryStatus

disabilityStatus

disabilityCategory

gender

2. Click "Upload Excel, CSV or XML File" button.
 - a. Browse to computer and select file for upload and click "Open."
 - b. Click "Upload File" button.
3. Click "View Data" button to verify data is correct.
4. Click "Import Data" button.
 - a. Take note of system status. It will alert you to any errors and number of records imported.
 - b. Close window.

Incumbent Worker Tracking System (IWTS)
 Bulk Upload Employees Instructions
 February 11, 2015

c. Click "Refresh" button on Employee screen.

Field Name	Code	Description
Disability Status	1	None
	2	Yes
	3	Disability Affecting Employment
	4	Developmental Disability
	5	Learning Disability
	6	Prefer Not To Answer
Disability Category		Can be blank unless disability Status equals 2 - 5
	1	Physical Impairment
	2	Mental Impairment
	3	Both
Ethnicity	1	White
	2	Black
	3	Hispanic
	4	American Indian or Alaskan Native
	5	Asian
	6	Hawaiian or Pacific Island
	7	Prefer not to answer
Military Status	1	Yes
	2	No
	3	Qualified Service Member
	4	Transitioning Service Member
	5	Prefer not to answer
Gender	1	Male
	2	Female
	3	Prefer not to answer