

## TEXAS WORKFORCE COMMISSION LETTER

<b>ID/No:</b>	WD 71-07
<b>Date:</b>	December 31, 2007
<b>Keyword:</b>	WorkInTexas.com
<b>Effective:</b>	February 1, 2008

**To:** Local Workforce Development Board Executive Directors  
Commission Executive Offices  
Integrated Service Area Managers



**From:** Laurence M. Jones, Director, Workforce Development Division

**Subject:** **New Deadline for Entering Employer and Job Seeker Services into WorkInTexas.com**

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### **PURPOSE:**

To provide Local Workforce Development Boards (Boards) with information on:

- the new deadline for entering employer and job seeker services into WorkInTexas.com; and
- late entry of services into WorkInTexas.com.

### **BACKGROUND:**

Currently, WorkInTexas.com allows employer and job seeker services to be entered up to one year following the date the service is provided.

### **PROCEDURES:**

Effective February 1, 2008, Boards must ensure that Texas Workforce Center staff enters employer and job seeker services into WorkInTexas.com no later than 20 calendar days following the end of the month in which the service is provided.

The intent of the new deadline is to:

- improve data integrity and customer service;
- provide greater accuracy on when a service is provided; and
- align with other WorkInTexas.com reporting deadlines.

NLF

Boards must be aware that late entry of services is not permitted. If services are entered beyond the deadline, an automatically generated WorkInTexas.com error message will indicate that the service date is not within the required service-entry time period.

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#### *Example:*

Texas Workforce Center staff provides a service to an employer or job seeker on February 5, 2008. The service must be entered into WorkInTexas.com no later

than March 20, 2008 (i.e., 20 days following the end of the month [February] in which the service was provided). On March 21, 2008, Texas Workforce Center staff attempts to enter the service provided on February 5, 2008, and receives a WorkInTexas.com error message indicating that the service date is not within the required service-entry time period.

**INQUIRIES:**

Direct inquiries regarding this WD Letter to [wfpolicy.clarifications@twc.state.tx.us](mailto:wfpolicy.clarifications@twc.state.tx.us).

**RESCISSIONS:**

None

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**REFERENCE:**

Wagner-Peyser Act of 1933, as amended by the Workforce Investment Act of 1998  
U.S. Department of Labor Employment and Training Administration, General Provisions  
Governing the Federal-State Employment Service System (20 C.F.R., Chapter V, Parts 651-658)

**FLEXIBILITY RATINGS:**

**No Local Flexibility (NLF)**: This rating indicates that Boards must comply with the federal and state laws, rules, policies, and required procedures set forth in this WD Letter and have no local flexibility in determining whether and/or how to comply. All information with an NLF rating is indicated by “must” or “shall.”

**Local Flexibility (LF)**: This rating indicates that Boards have local flexibility in determining whether and/or how to implement guidance or recommended practices set forth in this WD Letter. All information with an LF rating is indicated by “may” or “recommend.”