

Employment Reporting

Entered and retained employment—whether students obtained their goals of getting a job and keeping that job—are central follow-up measures in the National Reporting System (NRS). In program year (PY) 2005, the state-level requirements for reporting these measures to the NRS changed. This *NRSTips* explains the reasons for the changes and what the changes are, and provides examples of how the changes will work in practice.

Why the Changes?

The need for change arose because the Office of Management and Budget (OMB) now requires that the Workforce Investment Act (WIA)'s adult education and Title I Youth Employment report employment data on the same program years. Previously they were on different years with Title I reported later than adult education because of a lag in the unemployment insurance (UI) database, which governs Title I reporting. The changes made to reporting entered and retained employment data align adult education reporting with Title I and enable the reporting of a full year of employment data.

What Are the Changes?

The changes apply only to entered and retained employment and the reporting of those measures. Collection stays the same. The changes are:

- ✓ Reporting for entered and retained employment will now consist of a full year's worth of data.
- ✓ Reporting on the two employment measures will now be multiyear. A time-lag in the availability of employment data entails a lag in the reporting of entered and retained employment.

- ◆ **Entered Employment.** The Second, Third, and Fourth Quarters of the previous program year and the First Quarter of the current program year will all be reported under the current program year.
- ◆ **Retained Employment.** The Fourth Quarter of the program year two years previous and the First, Second, and Third Quarters of the previous program year will all be reported under the current program year.

How Will the New Reporting Work in Practice?

- ✓ *Data matching states* must match according to a new timeline, the same one currently used by Title 1.
- ✓ *Survey states* must survey for retained employment for all four quarters and keep survey records for employment measures for 2 program years.
- ✓ *Data collection procedures are unchanged.* Local programs should collect employment data as usual, according to NRS Guidelines.

The following table shows how to report the employment measures for program years 2013–2016, based on when a student exits the program. The first column indicates the student's exit quarter; the second column indicates the employment measure; the third column indicates when the data for that student are collected; and the fourth column shows the program year for which the data are reported. For example, a student who exits in October 2013 (Second Quarter PY 2013) will have his or her entered employment data collected in the Third Quarter of PY 2013 and retained employment data collected in the First Quarter of PY 2014, with both reported in the PY 2014 report.

Collecting and Reporting Entered and Retained Employment (PY 2013–2016)

Exit Quarter	Measure	Collect	Report
April 1–June 30, 2012 (Fourth Quarter PY 2011)	Entered Employment	July 1–September 30, 2012 (First Quarter PY 2012)	PY 2012*
	Retained Employment	January 1–March 31, 2013 (Third Quarter PY 2012)	PY 2013**
July 1–September 30, 2012 (First Quarter PY 2012)	Entered Employment	October 1–December 31, 2012 (Second Quarter PY 2012)	PY 2012*
	Retained Employment	April 1–June 30, 2013 (Fourth Quarter PY 2012)	PY 2013**
October 1–December 31, 2012 (Second Quarter PY 2012)	Entered Employment	January 1–March 31, 2013 (Third Quarter PY 2012)	PY 2013**
	Retained Employment	July 1–September 30, 2013 (First Quarter PY 2013)	PY 2013**
January 1–March 31, 2013 (Third Quarter PY 2012)	Entered Employment	April 1–June 30, 2013 (Fourth Quarter PY 2012)	PY 2013**
	Retained Employment	October 1–December 31, 2013 (Second Quarter PY 2013)	PY 2013**
April 1–June 30, 2013 (Fourth Quarter PY 2012)	Entered Employment	July 1–September 30, 2013 (First Quarter PY 2013)	PY 2013**
	Retained Employment	January 1–March 31, 2014 (Third Quarter PY 2013)	PY 2014***
July 1–September 30, 2013 (First Quarter PY 2013)	Entered Employment	October 1–December 31, 2013 (Second Quarter PY 2013)	PY 2013**
	Retained Employment	April 1–June 30, 2014 (Fourth Quarter PY 2013)	PY 2014***
October 1–December 31, 2013 (Second Quarter PY 2013)	Entered Employment	January 1–March 31, 2014 (Third Quarter PY 2013)	PY 2014***
	Retained Employment	July 1–September 30, 2014 (First Quarter PY 2014)	PY 2014***
January 1–March 31, 2014 (Third Quarter PY 2013)	Entered Employment	April 1–June 30, 2014 (Fourth Quarter PY 2013)	PY 2014***
	Retained Employment	October 1–December 31, 2014 (Second Quarter PY 2014)	PY 2014***
April 1–June 30, 2014 (Fourth Quarter PY 2013)	Entered Employment	July 1–September 30, 2014 (First Quarter PY 2014)	PY 2014***
	Retained Employment	January 1–March 31, 2015 (Third Quarter PY 2014)	PY 2015+
July 1–September 30, 2014 (First Quarter PY 2014)	Entered Employment	October 1–December 31, 2014 (Second Quarter PY 2014)	PY 2014***
	Retained Employment	April 1–June 30, 2015 (Fourth Quarter PY 2014)	PY 2015+
October 1–December 31, 2014 (Second Quarter PY 2014)	Entered Employment	January 1–March 31, 2015 (Third Quarter PY 2014)	PY 2015+
	Retained Employment	July 1–September 30, 2015 (First Quarter PY 2015)	PY 2015+

Collecting and Reporting Entered and Retained Employment (PY 2013–2016), continued

Exit Quarter	Measure	Collect	Report
January 1–March 31, 2015 (Third Quarter PY 2014)	Entered Employment	April 1–June 30, 2015 (Fourth Quarter PY 2014)	PY 2015+
	Retained Employment	October 1–December 31, 2015 (Second Quarter PY 2015)	PY 2015+
April 1–June 30, 2015 (Fourth Quarter PY 2014)	Entered Employment	July 1–September 30, 2015 (First Quarter PY 2015)	PY 2015+
	Retained Employment	January 1–March 31, 2016 (Third Quarter PY 2015)	PY 2016++
July 1–September 30, 2015 (First Quarter PY 2015)	Entered Employment	October 1–December 31, 2015 (Second Quarter PY 2015)	PY 2015+
	Retained Employment	April 1–June 30, 2015 (Fourth Quarter PY 2015)	PY 2016++
October 1–December 31, 2015 (Second Quarter PY 2015)	Entered Employment	January 1–March 31, 2016 (Third Quarter PY 2015)	PY 2016++
	Retained Employment	July 1–September 30, 2016 (First Quarter PY 2016)	PY 2016++
January 1–March 31, 2016 (Third Quarter PY 2015)	Entered Employment	April 1–June 30, 2016 (Fourth Quarter PY 2015)	PY 2016++
	Retained Employment	October 1–December 31, 2016 (Second Quarter PY 2016)	PY 2016++
April 1–June 30, 2016 (Fourth Quarter PY 2015)	Entered Employment	July 1–September 30, 2016 (First Quarter PY 2016)	PY 2016++
	Retained Employment	January 1–March 31, 2017 (Third Quarter PY 2016)	PY 2017#
July 1–September 30, 2016 (First Quarter PY 2016)	Entered Employment	October 1–December 31, 2016 (Second Quarter PY 2016)	PY 2016++
	Retained Employment	April 1–June 30, 2017 (Fourth Quarter PY 2016)	PY 2017#

* Report due December 31, 2013 ** Report due December 31, 2014
 ++ Report due December 31, 2017 # Report due December 31, 2018

*** Report due December 31, 2015 + Report due December 31, 2016

Additional Resources

For more information on the new employment reporting or for answers to questions, visit <http://www.nrsweb.org>, or e-mail: NRS@air.org. Local program staff should first consult their state office for their state policy.

NRS Tips is a quick reference tool for state staff, program directors, and adult education teachers. *NRS Tips* is written and produced by the staff at **American Institutes for Research (AIR)**, a nonprofit research and policy organization (see <http://www.air.org>), under contract with the **Division of Adult Educational and Literacy (DAEL)** of the **U.S. Department of Education**.

