**H-1B RTW Grants Performance Reporting**

**Tutorial #1: HUB System Preview**

**Kevin Mauro:** Hello everyone! This is the first installment of a three-part technical assistance series called the HUB System Preview. Let’s begin!

The performance reporting technical assistance podcast series has been divided into three parts. This tutorial was designed to provide an overview of the process for H-1B RTW quarterly performance reporting, and of the HUB system.

Tutorial 1 is: a preview of the HUB system

Tutorial 2 is: about preparing your data files. And

Tutorial 3 is: about resolving common errors that may occur.

So, what can you expect to get from today’s tutorial on the HUB System Preview? Let’s take a look at the tutorial content and learning objectives. During today’s tutorial, you will learn how to access HUB to upload your Quarterly Progress Report. This includes information about how to get your PIN and Password to log into HUB; how to upload a data file to generate a Quarterly Performance Report, or QPR, Form; how to input the quarterly narrative report for H-1B Ready to Work Grants; and finally how to submit and certify your quarterly progress report.

Our goal is to give you a comprehensive overview of the HUB system. The first objective is to clearly explain the features and functionalities of HUB so that you are able to communicate with your staff, training providers and employer partners effectively. Next, we will talk about uploading data files and narrative reports. Once data files are collected, it will take dedicated staff to verify that information is correct and that data is transmitted in one of the appropriate file type formats. Our final objective is to explain the process for submitting and certifying a report, which is the responsibility of the grant’s authorized representative.

A HUB PIN and password will be generated and sent to the grant’s authorized representative via email from www.reports.doleta.gov. The only way to access HUB is with a HUB-generated password. A PIN is used to submit and certify your quarterly reports. PIN stands for Personal Identification Number. It is the responsibility of the authorized representative to share your password only with the appropriate grant staff. Program managers should alert their authorized representative to be on the lookout for this email. Program staff will only need the HUB password to sign into HUB to upload data files and narrative reports. The authorized representative will use the PIN and password to certify the report before it is submitted to DOL on a quarterly basis. Please note your authorized representative’s email software may be filtering this email as spam or junk mail and may need to program the settings to accept email from the Department of Labor (DOL). If you already have already been issued a HUB login and password, you will simply continue using those credentials.

Here is an example of what a HUB-generated email looks like, where the PIN and password are displayed near the bottom of the screen.

Now that we have reviewed some basic information, let’s log into the HUB system and take a tour. To access HUB, visit http://www.reports.doleta.gov. You will enter the HUB password issued for your grant here and click on log in.

This is your grant homepage in the HUB system. Your grantee name and number will be displayed in the upper portion of this screen. Using the “Reporting Quarter” dropdown, you will select the reporting quarter in which the report is being submitted. Please note: The date for the next reporting quarter becomes available in HUB one day after the last day of the reporting quarter. For example, you can submit the September 30th quarterly report starting on October 1st. **Want a Head Start on Reporting for Future Quarters?**

HUB will allow grantees access to future reporting quarters before the quarter officially ends. This function is primarily for the purpose of uploading data files and generating error reports. This provides grantees the opportunity to compare outcomes generated in the QPR with internal records. This allows plenty of time for grantees to ensure that the information reported in HUB is accurately reflective of all activities that occurred during the reporting quarter well before the reporting deadline. Please note: The HUB system will not allow you to submit and certify a Quarterly Performance Report (QPR) form generated until the reporting quarter has officially ended. Once the correct reporting quarter date is selected, click Proceed.

After selecting a reporting quarter, a new webpage will lead to four tabs in the HUB reporting system. These four tabs are what you will use to submit your quarterly progress report. These are Grantee Data File, Quarterly Narrative Report, Certify, and QPR Generated Form. The first tab is where you will upload your grantee data file. (Please note: Tutorial #2 Preparing Data Files is where you’ll learn more on how to create participant records and prepare a participant data file.)

Let’s go ahead and upload a grantee data file now. Data files are directly uploaded from your file folders. From the grantee data file field, click Browse to begin to look at your data.

Select the file from the designated file folder and click Open. The HUB system will only accept several types of files, which are CSV, TXT, and DAT format. Once the correct file name appears in the Grantee Data File field, click the Upload button to import your data file into HUB.

HUB will automatically conduct two levels of edit checks to produce an error report based on the data file uploaded. The first is a Format Check and Format Errors Report. These are errors related to the data element code values that is provided in the *Data Elements and Edit Checks* document. This includes data file format, incorrect number of data element columns, wrong field data, invalidated zip files, and duplicated data. The second is an Edit Check and Edit Check Error Report. These are errors related to the edit check logic that is provided for each data element to ensure that your data is valid according to the guidelines in the H-1B RTW Performance Reporting Handbook. When an error has been detected in the data file, the HUB System will display the “Grantee Data File Rejected” Message.

In this example, we uploaded a file that had format check errors. The HUB system produced a formal check error report that you will use to resolve your errors. Next to Processing Status heading, you will see the Format Checking Error Report, with the Excel and PDF icons. Select any one of these icons to review your error report. Tutorial number 3 will provide an overview of how to resolve common data file errors in HUB.

Next, we will upload a data file that will produce an Edit Check Error Report. Once HUB validates that the data file is in the correct format, an edit check will commence and will be completed in two hours. It is important for grantees to LOG OUT and log back in after two hours. If you continue to experience issues with generating an edit check error report or a QPR form, please contact the ETA Help Desk. Once a data file is complete and free of errors, a QPR Generated notice will inform the grantee that a QPR was generated, located in green text on the top of the page. To view the QPR-generated form, select the last tab on your screen called the QPR Generated form tab.

Using the second tab in the HUB System, Ready to Work Grantees will enter their Quarterly Narrative Reports, or QNR, using input fields. The QNR is a summary of activities provided using grant funds that usually aren’t captured in the performance report. Each key section of the Quarterly Narrative Report is required for submitting your quarterly progress reports.

Text may cut and pasted from another document. Please note the character limits for each input field. Grantees may also enter best practices and any technical assistance needs that you may have in this reporting quarter. Any additional information that is not reflected in your QPR form and your quarterly narrative report can be uploaded in HUB. You may upload up to two additional documents. Acceptable file formats include Word, Excel or Adobe PDF file.

The last tab of the HUB system is the QPR Generated Form Tab. Once a data file is complete and free of errors, a QPR Generated notice will inform the grantee that a QPR was generated, located in green text on the top of the page. To view the QPR-generated form, select the last tab on your screen called the QPR Generated form tab. To generate a QPR for the purposes of this tutorial, let’s go back to the Data File Tab. If participants have not yet been served, grantees may select the box “No Data File for this Quarter” to indicate that no participants have not yet been served. This will generate a QPR form that indicates zero participants served.

Here is the QPR form 9166 that indicates zero participants were served in this quarter. This screenshot is from a separate program, but your output will look identical with the exception of the heading.

Once HUB has generated a QPR form and you have entered your quarterly narrative report and uploaded any additional documents, click on the certify tab to begin the submission process. This box will indicate that all required sections have been completed to submit your quarterly progress reports. It is then, the responsibility of the authorized representative to make sure that what is being submitted is true and correct and that the data, to the best of his/her knowledge, is accurate. The authorized representative will enter the PIN and certify the QPR and QNR. This will indicate that the certified report is submitted to the Department of Labor.

We have developed several resources to help you get started with H-1B Ready to Work Performance Reporting! The first step is that your program staff should absolutely review these key reporting materials – your Performance Reporting Handbook, Data Elements and Edit Checks, and the Ready to Work quarterly performance reporting form 9166. The links to these key resources are provided for your reference here: Access to the HUB system is found at reports.doleta.gov.

And that is a basic overview of the HUB system and how you will interact with it. If you have any questions or comments including requesting additional technical assistance, please send an email to your H-1B Ready to Work grant mailbox. For Ready to Work grantees, the email address is rtw@dol.gov. Please remember to include your grant name and grant number, with a courtesy copy to your Federal Project Officer, or FPO. Thank you for taking the time to view this tutorial. We hope you found it helpful for submitting your quarterly progress reports.