



# UTAH SYSTEM OF HIGHER EDUCATION

## DWS SUBMISSION FILE

Version: June 2, 2021  
2021-2022 Submission Year

### File Description

The DWS Wage Match a quarterly extract from each institution and then given to the Department of Workforce Services for matching. DWS will return wages earned between search dates along with an industry code.

### Submission Schedule

The file must be submitted to Utah Board of Higher Education as follows:

<u>Data</u>	<u>1<sup>st</sup> Submission</u>	<u>Verification</u>
1 <sup>st</sup> Quarter	January 7 <sup>th</sup>	January 14 <sup>th</sup>
2 <sup>nd</sup> Quarter	April 8 <sup>th</sup>	April 15 <sup>th</sup>
3 <sup>rd</sup> Quarter	July 16 <sup>th</sup>	July 23 <sup>th</sup>
4 <sup>th</sup> Quarter	October 15 <sup>th</sup>	October 22 <sup>nd</sup>

### Capture Date

The capture date for each DWS Wage Match File corresponds to the dates listed in the Submission Schedule above.

### Submission File Usage

The DWS Wage Match File is used by institutions for comparing wages and industries for respective students.

### Submission File Naming Convention

The DWS Wage Match File should be named as follows:

- School short name (hyphen) file description (**dws** for Department of Workforce Services) (hyphen) year/month extension (**1610** for 2016 and October) .txt file extension
- Example: **wsu-dws-1610.txt** for Weber State University's DWS Wage Match File for October 2016.

### Delimiter

The DWS Wage Match Submission File must be submitted in a pipe delimited format. A single pipe symbol '|' will be used as the delimiter. When submitting a delimited file, the pipe symbol must appear between each field in the file (Note: some data elements will have multiple fields, e.g. name has 3 fields)..

<b>Name</b>	<b>Element</b>	<b>Field</b>	<b>Length</b>
Institution	D-01	D_INST	4
Social Security Number	D-02	D_SSN	9
Institutionally Assigned ID	D-03	D_BANNER_ID	10
Start Search Date	D-04	D_START_DT	8
End Search Date	D-05	D_END_DT	8
Description	D-06	DESCRIPTION	100

**Data Element Dictionary**  
**DWS Wage Match Data** -- Version: June 2, 2021

Element: **D-01**

**ELEMENT NAME:** Institution

**FIELD NAME:** D\_INST

**FIELD FORMAT:** Number, 4 Characters

**DEFINITION:** The identification number used by the U.S. Department of Education’s Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible institution. USHE will use the last 4 digits of the 6-digit number for the field value as additional locations will be specified by C-09 Line Item.

Field Value	OPEID Value	Field Attributes and Examples	Effective Date
3675	00367500	University of Utah	Feb 20, 2013
3677	00367700	Utah State University	Feb 20, 2013
3680	00368000	Weber State University	Feb 20, 2013
3678	00367800	Southern Utah University	Feb 20, 2013
3679	00367900	Snow College	Feb 20, 2013
3671	00367100	Dixie State University	Feb 16, 2013
3676	00367600	Utah State University Eastern	INACTIVE
4027	00402700	Utah Valley University	July 1, 2008
5220	00522000	Salt Lake Community College	Feb 20, 2013

**COMMENTS:** As institutions are added to the database, their existing OPE ID code will be used.

**REFERENCE:** National Center for Educational Statistics (NCES)

**BANNER SOURCE:** SQL (hard coded in table create)

**VALIDATION TABLE:** Reference.dbo.Inst

**Data Element Dictionary**  
***DWS Wage Match Data*** -- Version: June 2, 2021

Element: **D-02**

**ELEMENT NAME:** Social Security Number

**FIELD NAME:** D\_SSN

**FIELD FORMAT:** Varchar, 9 Characters

**DEFINITION:** Social Security Number shall be used to match in DWS database. If the student does not have SSN (i.e. international student), DWS will be unable to match this record and it should be excluded from submission.

Field Value	Field Attributes	Effective Date
<Student Specific>	Social Security Number	June 15, 1998

**COMMENTS:**

**REFERENCE:**

**BANNER SOURCE:**

**VALIDATION TABLE:**

**Data Element Dictionary**  
**DWS Wage Match Data** -- Version: June 2, 2021

Element: **D-03**

**ELEMENT NAME:** Institutionally Assigned ID

**FIELD NAME:** D\_BANNER\_ID

**FIELD FORMAT:** Varchar, 9 Characters

**DEFINITION:** The unique institutionally assigned identification number for each student intended to be used in lieu of using a student's social security number. **D\_Banner\_ID must begin with an Alpha character representing the institution.**

Field Value	Field Attributes and Examples	Effective Date
<Student Specific>	Institutional Student Id	July 1, 2009

Institutions Alpha Characters are listed below:

Alpha Character	Field Attributes and Examples	Effective Date
<b>U</b>	University of Utah	July 7, 2020
<b>A</b>	Utah State University (plus USUE/USUE-DWE)	July 7, 2020
<b>W</b>	Weber State University	July 7, 2020
<b>T</b>	Southern Utah University	July 7, 2020
<b>B</b>	Snow College	July 7, 2020
<b>D</b>	Dixie State University	July 7, 2020
<b>V</b>	Utah Valley University	July 7, 2020
<b>S</b>	Salt Lake Community College (plus SLCC-SAT)	July 7, 2020

**COMMENTS:**

**REFERENCE:**

**BANNER SOURCE:** Spriden\_ID where change indicator is null

**VALIDATION TABLE:** Reference.dbo.Inst

**Data Element Dictionary**  
***DWS Wage Match Data*** -- Version: June 2, 2021

Element: **D-04**

**ELEMENT NAME:** Start Search Date

**FIELD NAME:** D\_START\_DT

**FIELD FORMAT:** Date, 8 Characters (YYYYMMDD)

**DEFINITION:** The calendar date of the Start Search Date.

Field Value	Field Attribute and Examples	Effective Date
yyyy	Four position Year of Search Date. (i.e. Students Search Date in 2002 would have 2002 listed)	July 1, 2013
mm	Two position Calendar Month of Search Date... 01-January through 12-December	July 1, 2013
dd	Two position Day of the month of students Search Date. Valid day between 01 and 31.	July 1, 2013

**COMMENTS:**

**REFERENCE:**

**BANNER SOURCE:**

**VALIDATION TABLE:**

**Data Element Dictionary**  
***DWS Wage Match Data*** -- Version: June 2, 2021

Element: **D-05**

**ELEMENT NAME:** End Search Date

**FIELD NAME:** D\_END\_DT

**FIELD FORMAT:** Varchar, 8 Characters (YYYYMMDD)

**DEFINITION:** The calendar date of the End Search Date.

Field Value	Field Attribute and Examples	Effective Date
yyyy	Four position Year of End Search Date. (i.e. Student graduated in 2012 would have 2012 listed)	July 1, 2013
mm	Two position Calendar Month of End Search Date... 01-January through 12-December	July 1, 2013
dd	Two position Day of the month of students End Search Date. Valid day between 01 and 31.	July 1, 2013

**COMMENTS:**

**REFERENCE:**

**BANNER SOURCE:**

**VALIDATION TABLE:**

**Data Element Dictionary**  
***DWS Wage Match Data*** -- Version: June 2, 2021

Element: **D-06**

**ELEMENT NAME:** Description

**FIELD NAME:** Description

**FIELD FORMAT:** Varchar, 100 Characters

**DEFINITION:** Institutions may use this field according to their preference or to differentiate students if submitting multiple files.

Field Value	Field Attributes and Examples	Effective Date
<Institution Specific>	TAAACCT student	October 18, 2016

**COMMENTS:**

**REFERENCE:**

**BANNER SOURCE:**

**VALIDATION TABLE:**

## DATA RECEIVED BACK FROM DWS

**ELEMENT NAME:** North American Industry Classification System (NAICS)

**FIELD NAME:** NAICS\_CD

**DEFINITION:** The NAICS is the standard used by Federal statistical agencies in classifying business establishments for purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

Field Value	Field Attributes and Examples	Effective Date
621511	Medical Laboratories	October 18, 2016

**COMMENTS:** See corresponding sheet 'USHE\_NAICS\_LOOKUP' for a complete list of NAICS descriptions

**ELEMENT NAME:** Year/Quarterly Wages

**FIELD NAME:** YRQTR\_Wages

**DEFINITION:** This field will include wages earned within the specified year and quarter.

YRQTR	Wage	Description	Effective Date
20162	8749	In the 2 <sup>nd</sup> quarter of 2016, the student earned \$8,749	October 18, 2016