

WORKFORCE DEVELOPMENT DIVISION
Workforce Policy and Service Delivery Branch
Technical Assistance Bulletin 182

Program: **The Workforce Information System of Texas**

Subject: **Edits on the Daily Time Tracking Verification Screen**

Date: **May 30, 2008**

This Technical Assistance (TA) Bulletin provides Local Workforce Development Boards (Boards) with new information on time tracking edits in the Workforce Information System of Texas (TWIST).

Effective February 23, 2007, the TWIST data integrity edits were modified to reduce the number of fields subject to edit and align the edit period with the reporting period. By aligning edits to reporting periods, the integrity of data critical to performance management is maintained.

WD Letter 06-07, Change 1, issued April 10, 2008, and entitled “The Workforce Information System of Texas: New Data Integrity Process—*Update*,” informs Boards that the *DINT* edit period—in which to add, modify, or delete customer data—is set 20 days after the end of the calendar quarter (quarter + 20), allowing state office staff approximately three weeks to analyze and prepare federal reports.

Aligning the *Daily Time Tracking Verification* with the quarter + 20 time frame ensures consistent editing throughout TWIST.

As a reminder:

- Data edit time frames for the *Daily Time Tracking Verification* screen in TWIST follow the performance reporting timelines. Using the quarter + 20 time frame for this data aligns with the time frames of other agencies that use the same data.
- Edits to the TWIST *Daily Time Tracking Verification* screen for Choices and FSE&T are not included in the *DINT* edit process and changes are not allowed after the quarter + 20.

Please distribute this information to appropriate staff. Direct inquiries regarding this TA Bulletin to your Board’s TWIST Help Desk representative.