

Incumbent Worker Tracking System (IWTS)
 Quarterly Report Schedule
 Updated February 16, 2015

Below is the timeline for submitting your IWTS Quarterly Reports. Note that a special timeline applies for the quarter ending March 31, 2010. After that quarter, we will use the regular schedule for all quarters following the one ending March 31, 2010. To stop receiving reminder and overdue notices, submit your completed report.

Quarter	Months in Quarter	Date Workers Must be Entered by	Date Report is Available	Date Report is Due	Date First Notice Sent	Dates Reminder Notices are Sent	Dates Overdue Notices are Sent
Quarter ending 3/31/2010 (special schedule)	January, February, March 2010	June 1, 2010	June 2, 2010	June 16, 2010	June 2, 2010	June 5, 10, 15	Monday thru Friday from June 17th thru June 30th
First Quarter	July, August, September	September 30th	October 1st	October 30th	October 1st	October 5, 10, 15, 20, 25, 30	Monday thru Friday from October 31st thru December 31st
Second Quarter	October, November, December	December 31st	January 1st	January 30th	January 1st	January 5, 10, 15, 20, 25, 30	Monday thru Friday from January 31st thru March 31st
Third Quarter	January, February, March	March 31st	April 1st	April 30th	April 1st	April 5, 10, 15, 20, 25, 30	Monday thru Friday from May 1st thru June 30th
Fourth Quarter	April, May, June	June 30th	July 1st	July 30th	July 1st	July 5, 10, 15, 20, 25, 30	Monday thru Friday from July 31st thru August 31st

Note: Workers must be added and enrolled in courses before the quarterly report is available in order for them to appear on the report. For example, if you add John Doe on June 30th, and Jane Doe on July 1, John will show up on the 4th quarter report but Jane will not. Both John and Jane will show up on the next quarterly report, which would be the quarterly report that is due October 30th.