

## Employee Information Required for the Incumbent Worker Tracking System (IWTS)

The following information will be needed for each employee receiving incumbent worker training. Never store personally identified information on files or paper. Once the employee information is entered into IWTS, any documents or files need to be shredded or destroyed.

### Personal Information

- First Name
- Last Name
- Social Security Number
- ZIP Code
- Birth Date (Month/Day/Year)
- Ethnicity:
  1. White
  2. Black
  3. Hispanic
  4. American Indian or Alaskan Native
  5. Asian
  6. Hawaiian or Pacific Island
  7. Prefer not to answer
- Military Status
  1. Yes
  2. No
  3. Qualified Service Member
  4. Transitioning Service Member
  5. Prefer not to answer
- Gender
  1. Male
  2. Female
  3. Prefer not to answer
- Disability Status
  1. None
  2. Yes
  3. Disability Affecting Employment
  4. Developmental Disability
  5. Learning Disability
  6. Prefer Not To Answer
- Disability Category
  - Can be blank unless Disability Status equals 2, 3, 4 or 5

### Work/Employer Information

- Employer [added to the plan]
- Worksite [added to the plan]
- Employee Occupation [NAICS added to the plan]

### Course Registrations

- Courses and Sessions [added to the plan]

### Quarterly Reports Status and Outcomes

- Workers Training Status
  - Not Started
  - In Progress
  - Completed and [credential(s) added to the plan] Earned
  - Did not complete requirements
- Workers Training Outcomes
  - Retained Earnings
  - Wage Increase
  - Promotion