

# Executive Summary

## State Wage Interchange System (SWIS) Clearinghouse New Member Training

January 21, 2021

Moderator: [Toquir Ahmed](#), [Bruce Rankin](#)

Speaker(s): [Lynda Weber](#), [Cynthia Binkley](#)

*The State Wage Interchange System (SWIS) Clearinghouse New Member Training was held on January 21, 2021, at 2:00 p.m. (ET). In response to recent questions raised by member states and observations gathered through technical assistance activities, ETA and the SWIS Administration Team will be offering a training session for new members to SWIS. The presentation provided a step-by-step review of the PACIA Data Transmission Process from the Initial Request to Reporting. Speakers provided insights and best practice recommendations and revisited Clearinghouse operations.*

*In attendance were state representatives from the Titles I, II, III and IV Performance Accountability and Customer Information Agencies (PACIAs) who are new to SWIS, as well as state contractor staff who support the development of the Request file on behalf of the Access PACIAs. Additionally, federal representatives from ETA and the U.S. Department of Education participated in the presentation and were available for questions.*

*Please note due to the sensitive information discussed, any staff or contractors viewing this training should have a signed Annex 2 document on file.*

## Run of Show

Welcome and Introductions	00:28
Training Objectives	04:00
The First Step: Create the Request File	05:50
Confirm and Review the Contents of the Request File	06:16
Transmit to the Clearinghouse	06:47
PACIA Creates a SWIS Wage Record Request	08:05
SWIS Clearinghouse Operations	20:45
PACIA E-Mail Confirmation	22:40
Wage Records Contents – What's in the Response File	25:50
Download the Response File	27:58
Process Wage Data from SWIS	31:45
Complete Federal Performance Reporting/PIRL/SIR/RSA 911	36:32
Archive Wage Records/Implement Retention/Deletion Process	37:46
Questions/Review	44:50
SWIS Resources	49:10
Save the Date	49:30
Contact Us	49:50