Data Entry

PERM:

|  |  |
| --- | --- |
| Tracking Number | 13ACV01 |
| Company | Achieva IT, Inc. |
| PWD Track Number | 7777 |
| Beneficiary | Pradeep Allu Sivala |
| Last Updated Date | Color Coding: Green for date is in the past week,  Red for date is before in the past week. |
| PERM Category (New Controlled Vocab – Drop Down) | EB2 MS Only, EB2 MS+Exp, EB2 Bach+5/MS+3, EB-3 Professional, EB-3 Skilled Worker |
| Date PWD Filed | 8/3/2013 12:00:00 AM |
| Date PWD Issued | 8/3/2013 12:00:00 AM |
| PWD Expiry Date (New) | 8/3/2013 12:00:00 AM |
| PWD Status (New) | Pending, Issued, RFI |
| Job Title | hhh |
| Salary | $1000 |
| Recruitment Start Date |  |
| Recruitment End Date (Auto Calc) | Recruitment Start Date + 180 days |
| PERM Assigned to | Active users list |
| PERM filing date/Priority date |  |
| PERM Track Number | 7777 |
| PERM Status | Not Filed, Pending, Audit, Certified, Denied |
| Audit Due Date | (Only when status = Audit) |
| Audit Status | Pending, Denied, Certified (Only when status =  Audit) |
| Audit Type | Travel Requirement, Employee Referral Program, Employee Payments, Recruitment Docs, Recruitment Report, Resumes, Business Necessity, Other (Check Boxes) (Only when status = Audit) |
| Audit Type Other Comments | (Only when Audit Type = Other) |
| PERM Certification Date |  |
| I-140 Due Date | (PERM Certification Date + 180) |
| Inv No. |  |
| Payment Received | Yes, No |
| Comments and Status | as |

Combine I-140 field set to PERM:

I-140:

|  |  |
| --- | --- |
| I-140 Docs Received | Yes, No |
| I-140 Last Updated Date | Color Code: Same as above (PERM) |
| I-140 Assigned to | Active users list (Drop Down) |
| Docs Missing |  |
| Drafted | Yes, No |
| PERM pages sent for signatures | Yes, No |
| Premium | Yes, No |
| I-140 Filed | Yes, No |
| I-140 Filed Date |  |
| Inv No. |  |
| Payment Received | Yes, No |
| I-140 Status | Not Filed, Pending, RFE, Approved, Denied |
| RFE Due Date | (Only when I-140 Filed = RFE) |
| RFE Status | Pending, Denied, Approved (Only when I-140 Filed = RFE) |
| RFE Type | Ability to pay, Academics, Experience, Other (Check Boxes) |
| RFE Type Other Comments | (Only when RFE Type = Other) |
| Notes |  |

Data Import: From excel

Audit Trail: Perm tracking no, current status, last updated date, last updated by

Required Fields:

Company, Tracking ID, Beneficiary, Last Updated Date, PERM Category, Job Title, Salary, PERM Assigned To,