



## Creating a Notice PVL for a Permanent Residency Application

*Note: Notice PVLs are done only for positions with teaching components.*

To create a Notice PVL for filing a Permanent Residency petition (Labor Certification), follow these steps:

1. Create a new PVL in the JEMS PVL system by copying the original PVL.
  - a. In JEMS PVL, enter the original PVL number and click 'View' or 'Edit.'
  - b. For PVLs created October 4, 2021, or later, from the top toolbar, use the 'Edit' dropdown and select 'Copy PVL.' Follow the steps as instructed by the system and update only those areas as instructed below.
  - c. For PVLs created before October 4, 2021, it is recommended to manually create the new Notice PVL as the fields in PVL changed with TTC implementation. To ensure the PVLs match, it is recommended to use the 'Print PVL' function to generate a PDF of the original PVL (File > Print PVL > Administrative > Print/Preview Report) and utilize this as a guide when manually creating the new Notice PVL. Follow the steps as instructed by the system and update only those areas as instructed below.
2. If the PVL has several positions, the new Notice PVL should reflect the number of international hires made on the original PVL. For example, if the original PVL had five (5) positions but only one (1) of the positions was filled with an international hire, the Notice PVL should only have one (1) position.
3. Change the Business Title field to use ALL actual titles and prefixes listed in the original PVL: '[actual TITLES and PREFIXES used] Notice of Filing'  
Example: Assistant/Associate Professor Notice of Filing
4. On the 'Recruitment Info' tab, in the 'Additional Information' section, add this wording:  
A competitive recruitment and selection process was conducted for this employment opportunity and a U.S. worker was not selected. An application for Alien Employment Certification is being filed on behalf of an alien to fill the employment opportunity. Anyone with documentary evidence relative to the application, or available workers, wages and/or working conditions, may contact the Regional Certifying Office of the Department of Labor at the following address:  
U.S Department of Labor  
Employment and Training Administration  
Office of Foreign Labor Certification  
200 Constitution Avenue, NW Room N-5311  
Washington, DC 20210
5. On the 'Recruitment Info' tab, in the 'How to Apply' section, add this wording:  
The position has been filled. This posting is mandatory to meet a United States Department of Labor requirement. See the job posting for more details.
6. On the 'Comments' tab, 'Add Comment,' to record the original PVL number and the name of the person being hired. Example: '[Name, Employee ID #] originally hired on PVL #XXXXXX'
7. Once the Notice PVL is 'Division Approved,' it goes through the normal approval process with OHR. Compensation Administration (CA) reviews and approves the PVL. Talent Acquisition (TA) creates the job card in TREMS, releases the Notice PVL to the employment website and notifies IFSS. TA cancels the PVL after the minimum posting period deadline.
8. The department must print out and post the Notice PVL on a bulletin board where other employment notices are posted for 30 days.

