University Wisconsin Madison - Office of Human Resources

PVL Manual

1/30/2009

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Web Address (URL)

A link to the PVL/Rate-Title Change system can be found on the Web page titled "Links for OHR Information Systems" maintained by the Office of Human Resources. This Web page also has additional information you may need to make a successful connection to the OHR Information Systems:

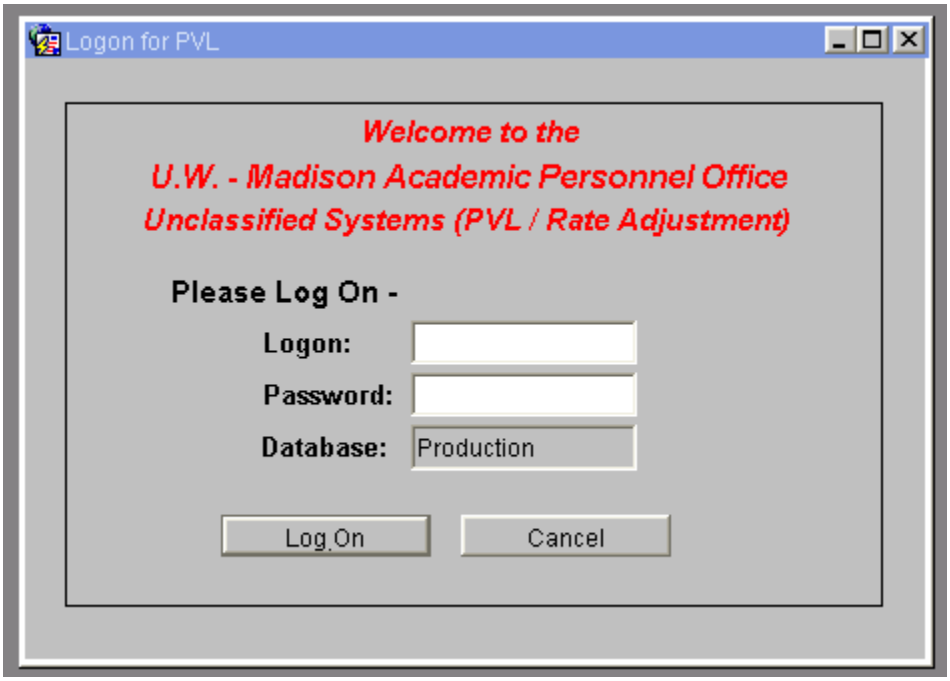
http://www.ohr.wisc.edu/ohr/Informationsystems/index.htm

Please make a bookmark for this address/URL

Links for OHR Information Systems

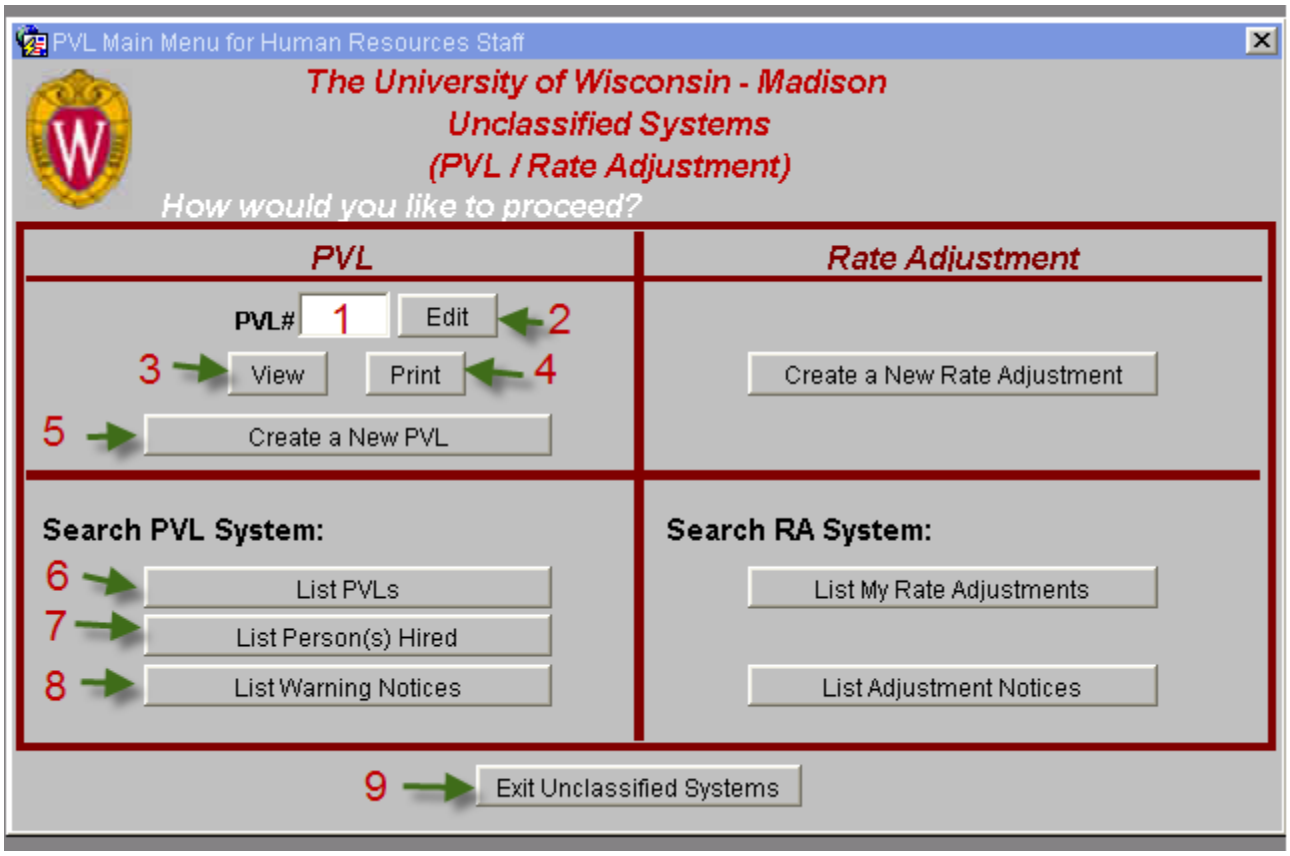
CLASSIFIED HR SYSTEMS	ACADEMIC HR SYSTEMS
CHRIS Help Instructions, frequently asked questions, troubleshooting and other guidance related to the creation, submittal, approval and other processing of HR Transactions using the CHRIS system.	
CHRIS (Classified Human Resources Information System): [Formerly E-PD] **Web-based System for supervisors and others** (using PCs) to create and submit HR Transactions (e.g.	PVL and RA (Position Vacancy Listing and Rate Adjustment) System: **Web-based system used by HR staff** (using PCs) to work on **unclassified** transactions. All users running

Logon Screen



Logon	Enter the unique logon initials that were assigned to you. *Note: In most cases, your Logon will be your current 3270 Logon ID.*
Password	Enter your "uwp1" password. *It is a unique combination of alpha and numeric characters that were assigned to you when you were authorized to use any of the UWP1 systems (e.g., PVL/CHRIS). Note that you can change the assigned password by going to: http://www.wisc.edu/drmt/pass_chg.html and clicking the link for* Password update for UW Production (UWP1)
Log On Button	Click on the <Log On> button or press <Enter> after typing your Password.

Main Menu Screen

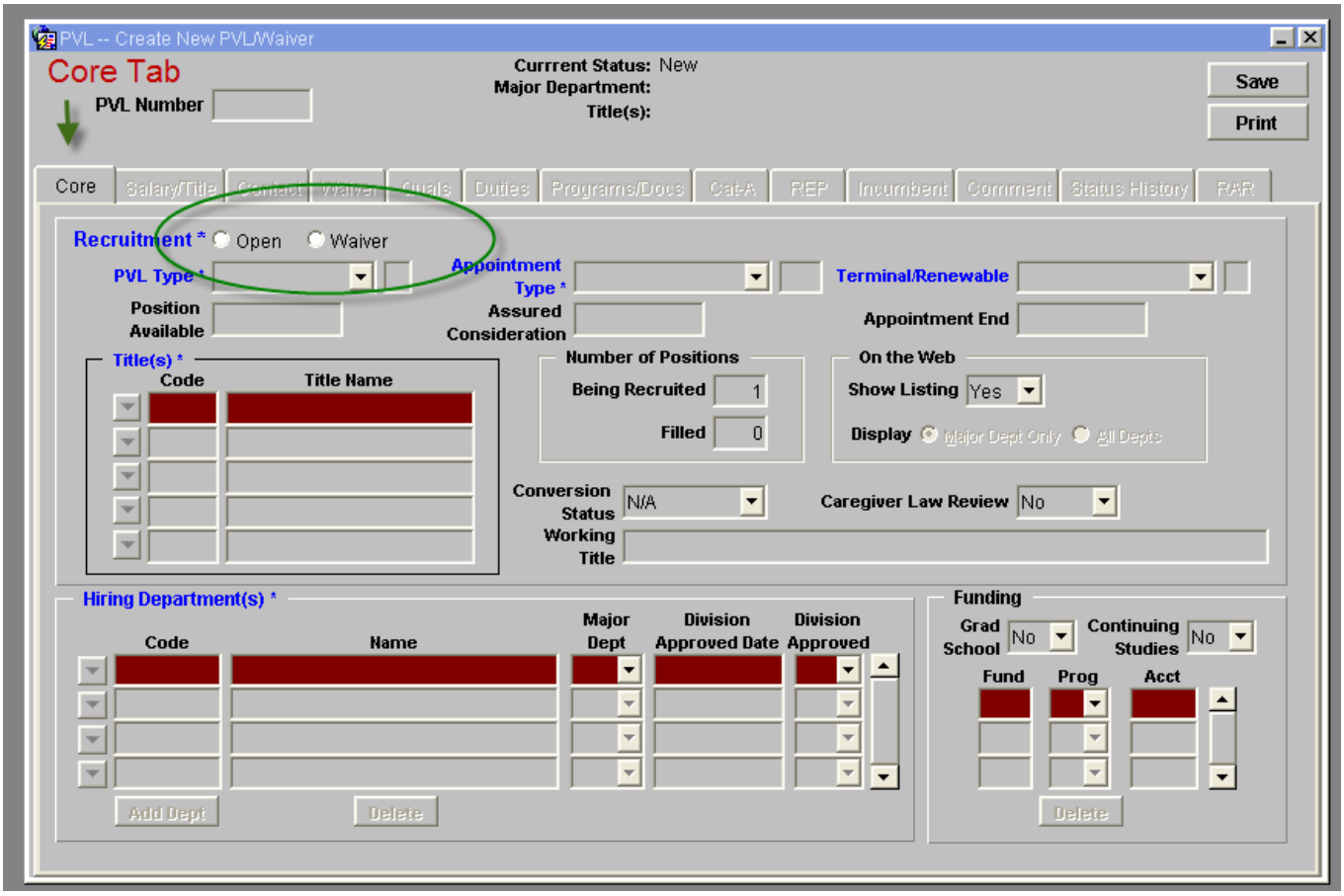


After logging in, the first screen you will see is the Systems' Main Menu Screen. Note that if you are authorized only for PVL, the buttons on the right for navigation into the Rate/Title System will be disabled (grayed out).

From this screen the following functions are available:

1	Enter a known PVL number.
2	Press the <EDIT> button to navigate to the PVL entered in #1 with fields available for modification (note that if the PVL is beyond your authorization level, the PVL will open in VIEW mode, even if you requested EDIT mode).
3	Press the <View> button to navigate to the PVL entered in #1 with all fields unavailable for modification.
4	Press the <Print> button to navigate to a screen which will allow you to Print various reports related to the PVL entered in #1.
5	Press this button to create a new PVL.
6-8	Various Search screens which are covered later in this document.
9	Exit out of the Systems.

Create a New PVL

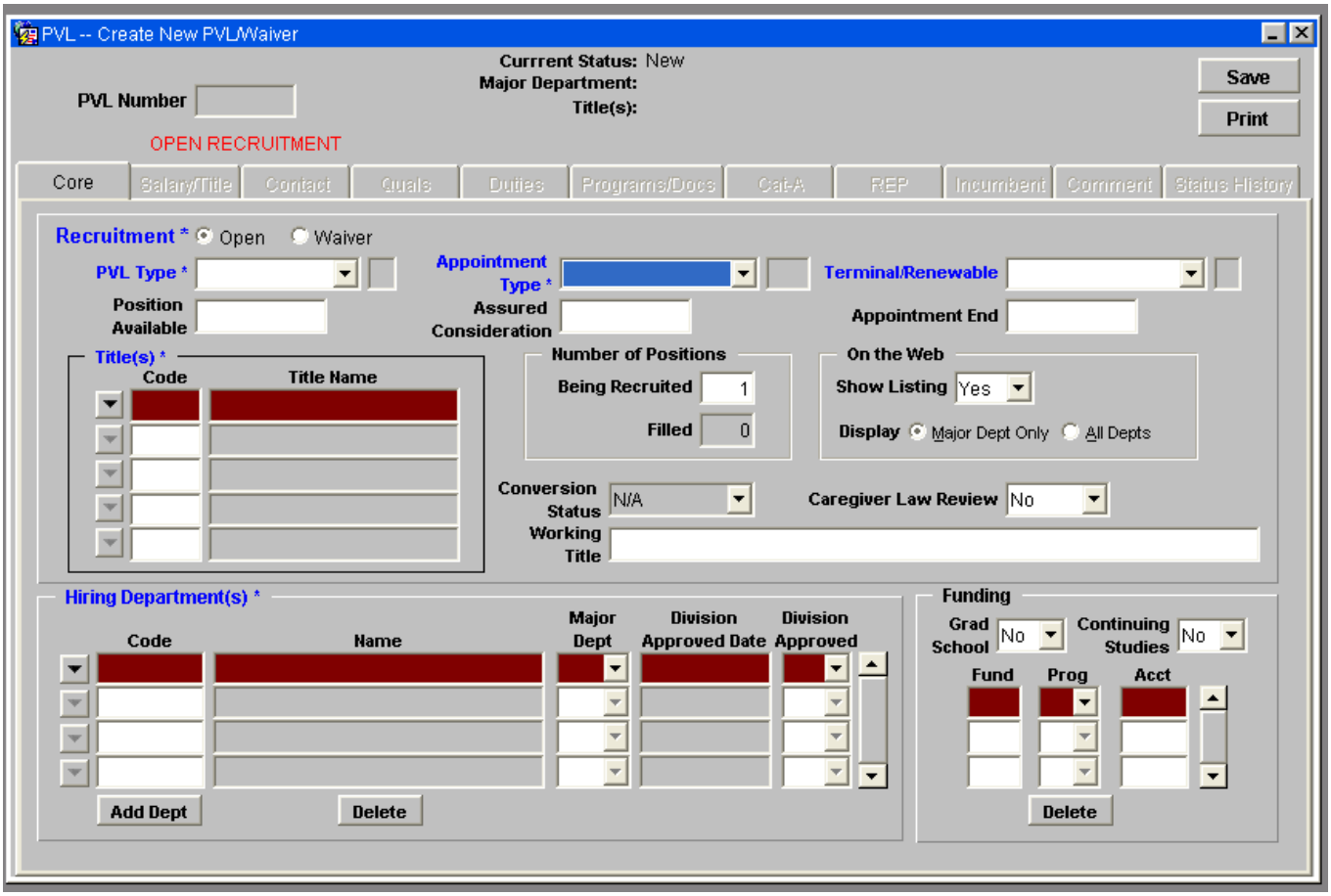


If <Create a New PVL> is selected from the Main Menu Screen, the above screen is displayed.

In order to enter the details for the PVL, you must first indicate whether the Recruitment is an Open recruitment or a Waiver. After making this selection, the remaining fields on the Core tab become available for entry.

Note that fields marked with an asterisk (*) are those fields that require data for the initial <Save>.

‘New’ PVL cont’d.

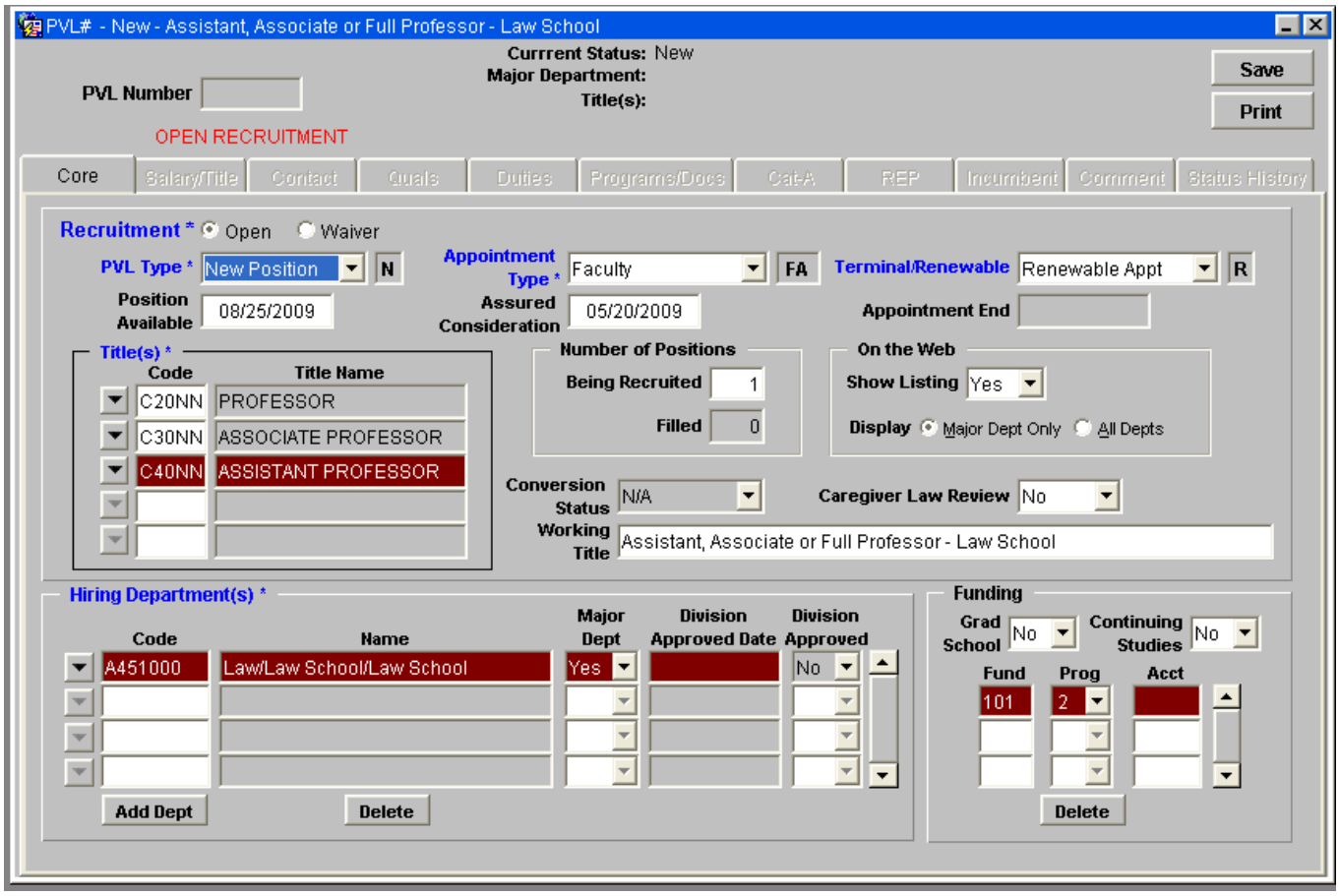


PVL Type*	**N** = **New** –(*Category A title requires Org. Chart & the New AS Position Form)* **R** = **Replacement** (*Incumbent’s Appt. ID should be entered in the appropriate field on the INCUMBENT tab)* **C** = **Conversion** *(Incumbent’s ID should be entered in the INCUMBENT screen & review of the PVL by PCC is required. See UPP Ch.3.02)*
Appointment Type*	**AS** = Academic Staff **FA** = Faculty **LI** = Limited Appointee
Terminal/Renewable	**R** = Renewable **T** = Terminal. No expectation of renewal. *Terminal appointment requires Appointment End Date.*
Position Available Date	Anticipated begin date. **MM DD YY**. Enter “-“ or “/” or space between months/day & year. *Must be after the Assured Consideration date*.
Assured Consideration Date	**MM DD YY.** Enter “-“ or “/” or space between months/day& year.
Appointment End Date	**MM DD YY** This information is required only when the appointment is terminal.
Title(s)*	Title Code – Official unclassified staff title code. Enter one Title code per line. *Some title codes will require PQ*
Number of Positions Being Recruited	State the number of positions the department anticipates filling (will default to one)

Number of Positions Filled	This information is pulled from the Appointment System (IADS). When an appointment is entered in IADS, the count is incremented to show the number of hires on the PVL to date.
On the Web Show Listing	**Yes** = Posted on the Web for recruitment (default) **No** = Internal recruitment only(e.g. Assoc. Dean for currently tenured faculty in the college)
On the Web Display	**Major Dept only** = Post the PVL on the web only under the major department (default). **All Depts** = Post the PVL on the web under all the appointing departments.
Conversion Status	The Information is required ONLY when PVL Type is Conversion or when the former incumbent's position is earmarked for conversion. **PEN = Conversion is pending** **APP = Conversion is approved** **REJ = Conversion is not approved**
Working Title	State the title that best describes the position – 80 character field.
Hiring Department(s)*	The UDDS code(s) of the Major department and any additional hiring departments. For the initial <Save>, the Major Department must be indicated. Additional departments may be added at this time or later in the process. You must have the authority to enter the PVL for the Major Department entered.
Major Dept	Indicates the major dept for the recruitment. It is best to enter the Major Dept UDDS first in the list. An initial SAVE cannot be made without a Major Dept.
Division Approved	All Hiring Dept records must have the indicator set to YES before the PVL goes for APO Approval (i.e., upon Division Approval). The Major Dept UDDS record is set to YES programmatically when the PVL is set to Division Approved status. The Major Dept UDDS Division Approved indicator cannot be set to YES manually.
Funding: Grad School	The option defaults to NO. Indicate "Yes" if the position has Graduate School funding.
Funding: Continuing Studies	The option defaults to NO. Indicate "Yes" if the position has Continuing Studies funding.
Fund	Type of funds e.g. 101. 133. 144
Program Code	Program code, which include: 0-Student Services 1-Instructional Support 2-Instruction 3-Hospitals 4-Research 5-Public Service 6-Academic Support 7-Physical Plant 8-Auxiliary Enterprises 9-Financial Aid F-Farm Operations
Account	Account number

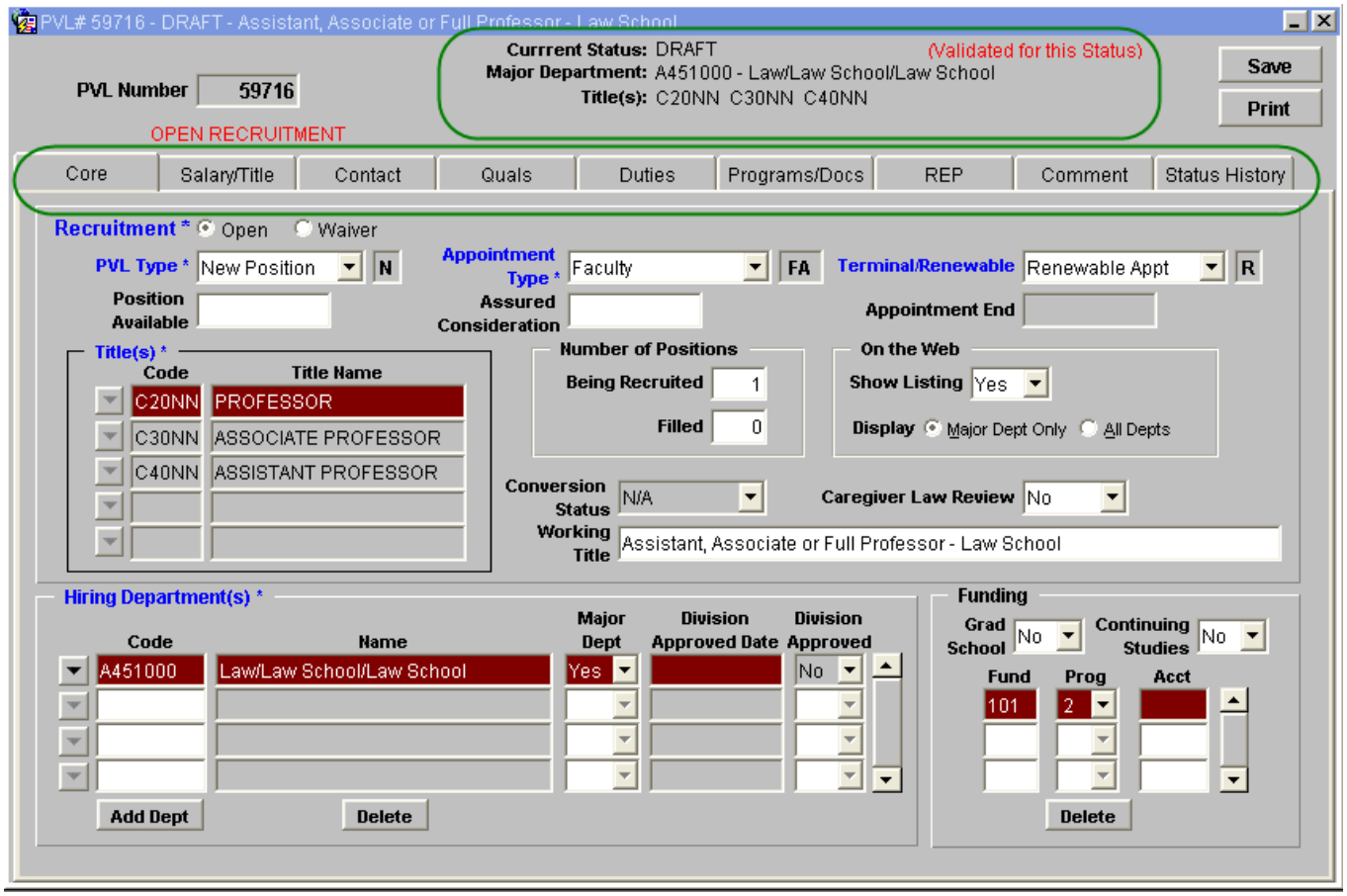
‘New’ PVL cont’d.

After completing the required data, just prior to the initial <Save>, the Screen will look similar to the one displayed just below.



Draft Status

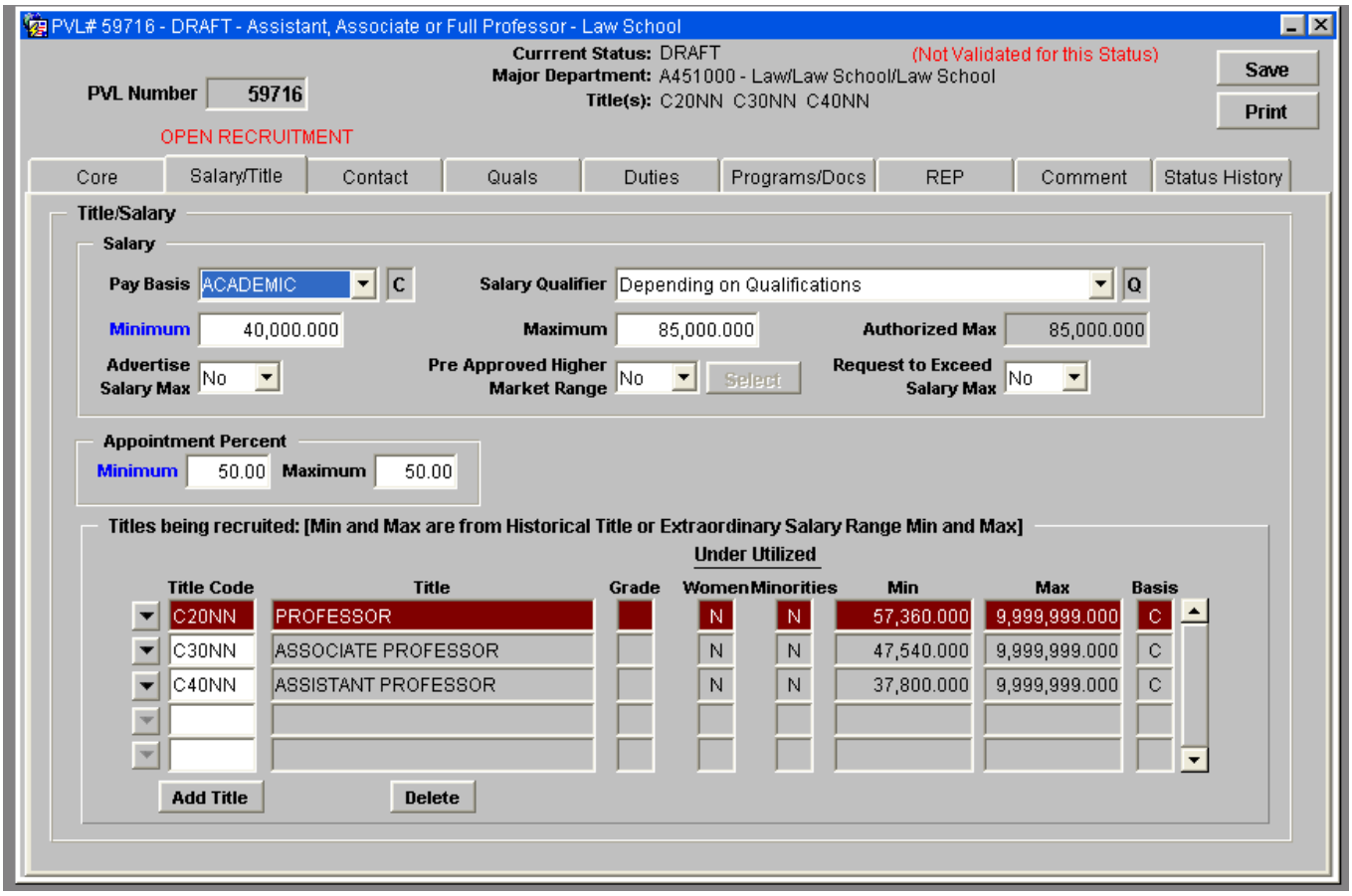
Upon pressing the <Save> button for the new PVL for the first time, the system will assign a PVL Number to the record and create a PVL or Waiver in Draft status. All tabs on the screen that are appropriate to the PVL/Waiver will then display and become navigable (no longer grayed out). Note that, if one had indicated Waiver on the screen below, the Waiver tab would also display.



List of Tabs and Their Content

Title	Description
Core	The Core tab has miscellaneous high level data regarding the PVL/Waiver.
Salary/Title	The Salary/Title tab is where Salary information is created, updated and viewed. Title data can be updated and viewed on this tab.
Contact	The Contact tab is where information about the Primary, Administrative and Alternate contact is entered, updated or viewed.
Waiver	The Waiver tab is where information about the person the waiver is requested for and the reason for the waiver is entered, viewed and updated.
Quals	The Quals tab is where information about the degree specialization, years and relevant experience, License/certificate, Additional Information and Additional Application Procedures are entered, updated and viewed.
Duties	The Duties tab is where Principal Duties and Number of FTEs supervised is entered, updated or viewed.
Programs/Docs	The Program/Docs tab is where data regarding Special Programs (such as Clusters) is associated with the PVL. It is also where one can enter, update or view PQ and Market Data Received Dates and whether the Organization Chart has been received.
REP	The Recruitment Efforts Plan tab is where information about the scope of recruitment is entered, updated and viewed.
RAR	The Request for Authorization to Recruit tab contains information about authorization to recruit above the ESG-6 maximum.
Incumbent	The Incumbent tab is where information about the prior incumbent is entered, updated or viewed.
Comment	The Comment tab is where comments are created, updated and viewed.
Cat-A	The New Category A Position tab is where information is entered, updated or viewed when the PVL type is “New” for a Category A academic staff position.
Status History	The Status History tab displays the history of statuses that a particular PVL has had in date descending order (most recent status on top).

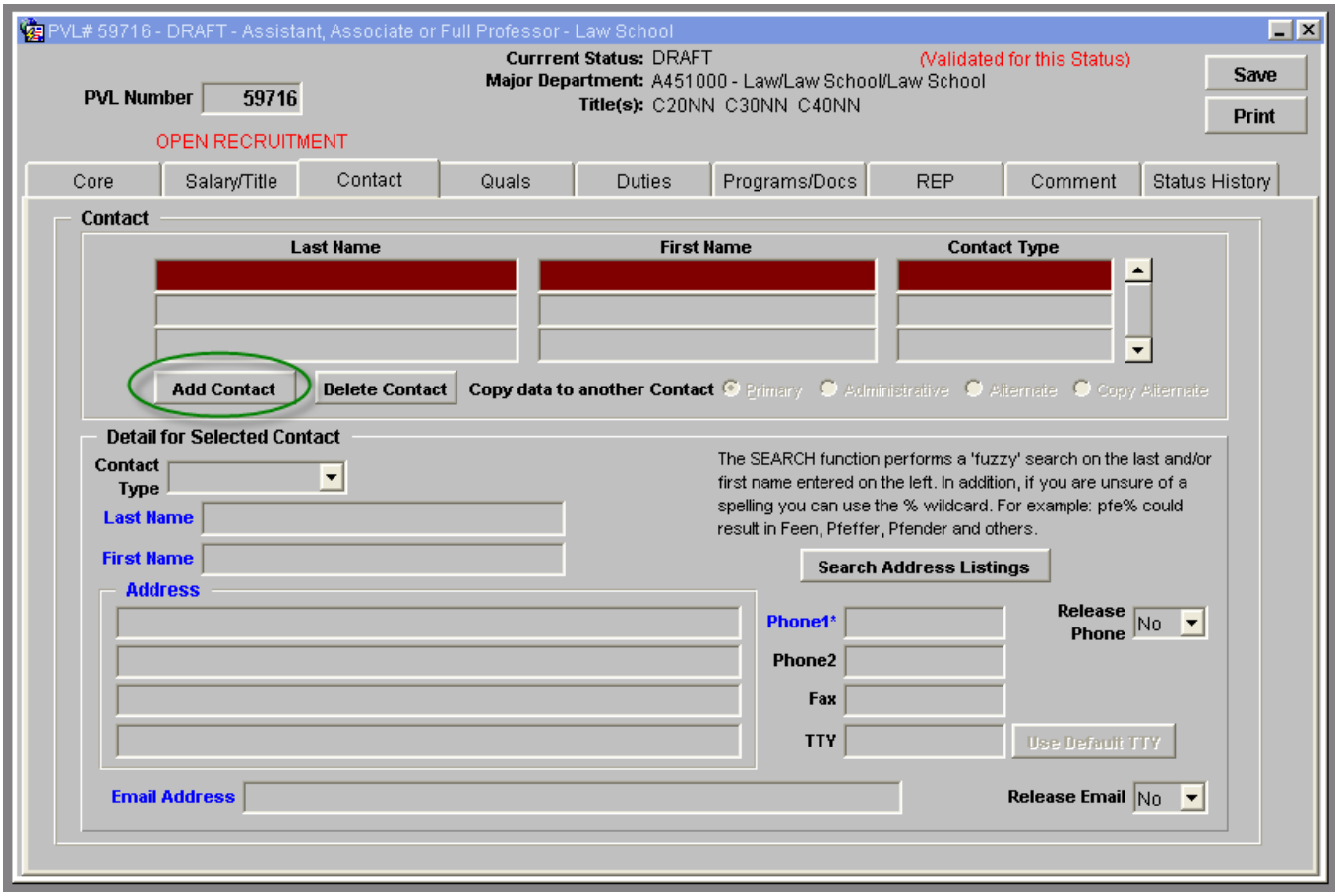
Salary/Title Tab



Pay Basis*	**A** = Annual **C** = Academic **H** = Hourly **L** = Lump sum
Salary Qualifier	**C** = Current Salary Plus 5-10% increase **F** = Fixed **M** = Plus UW Medical Foundation **N** = Negotiable **P** = If current UW-Madison Employee 5-10% increase **Q** = Depending on Qualification (Defaults to Q)
Salary Minimum*	At or above the title salary range minimum.
Salary Maximum	Must be below or at the title salary range maximum or at ESG-6, whichever is lower without prior approval. *If you are submitting a request to go above the appropriate maximum, click YES in the "Request To Exceed Salary Maximum" field.*
Authorized Max	Displays the maximum allowable salary.
Advertise Salary Max	**Yes** = Display the salary maximum on PVL web listing and Public version of the hard copy **No** = Not to display the salary maximum

Pre-Approved Higher Market Range	The option defaults to NO. The field is position specific and not title specific. Selecting YES is required only when there is a pre-approved salary that is above the category "A" salary maximum. If set to YES, then the <Select> button is made available. Press the <Select> button to go to the screen that will allow you to choose a Pre-Approval record to support the higher market range. You must make a selection if the field is set to YES. **Yes** = Has a pre-approved extraordinary salary range. **No** = Does not have a pre-approved extraordinary range.
Request to Exceed Salary Maximum	The option defaults to NO. The field is position (not title) specific and is required only when there is a request to pay above the maximum of the salary range or above the ESG-6 rate. **Yes** = request for a new extraordinary salary range. *You must submit market data to support your request.* **No** = Proposed salary max is within the range.
Minimum Percent*	Any number between 1 – 100. Percentage is not required for "H" & "L" pay basis (Hourly & Lump Sum).
Maximum Percent	Any number between 2-100. If left blank, the Max percent will be the same as the Min percent.
Title Code	*No entry is necessary unless you want to add or delete or change a title code after the initial SAVE.*

Contact Tab

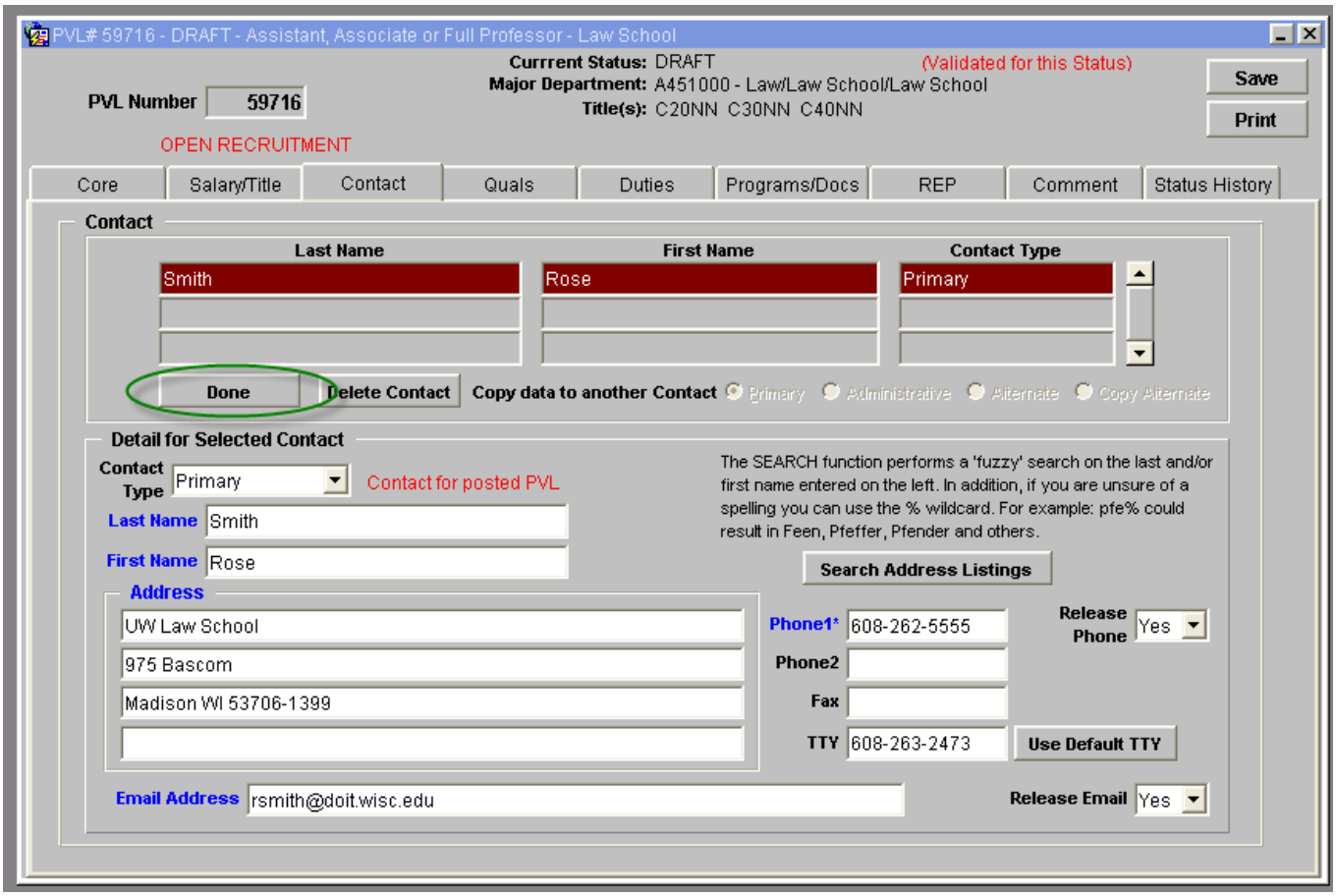


This tab stores information about one or more persons who may be contacted about the PVL.

Press the <Add Contact> button to open up the entry fields in the bottom portion of the screen.
One Primary and one Administrative contact are required. Alternate contact is not required. You may have any number of Alternate Contacts listed.

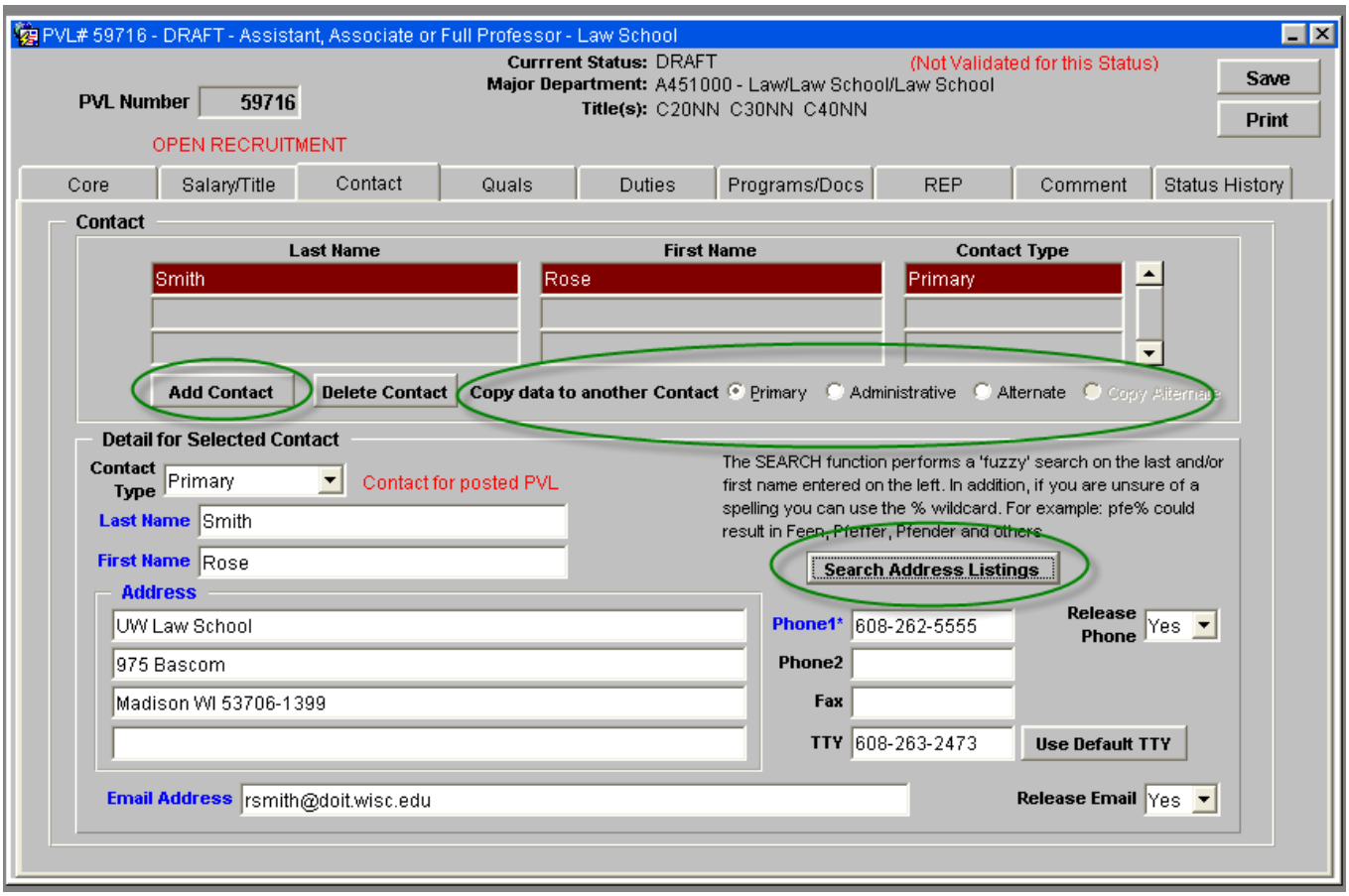
Contact Last Name*	**Primary Contact**: The individual whose name should appear on the PVL. **Administrative Contact**: The name of the staff person in the department who should be contacted when a PVL is released or revised. **Alternate**: Name of a secondary contact. This information will not show on the PVL.
First Name*	First name plus any prefixes
Address*	For the Primary Contact, the address should be the U.S. mailing (including zip code) address where applicants send their resume.
Phone*	Area code defaults to 608. . Enter "-" between the third and the fourth number e.g. 263-2511.
Phone Release	**Yes** = May be displayed on PVL (default) **No** = May not be displayed
Fax	Optional
TTY Phone	TTY phone of the department, if available. Otherwise leave as is.
Email Address*	E-mail address of the Primary Contact
Release Email (only for Primary)	**Yes** = Display e-mail on posted PVL. **No** = Don't display e-mail on posted PVL

Contact Tab cont'd



Press the <Done> button when entry is completed.

Contact Tab cont'd

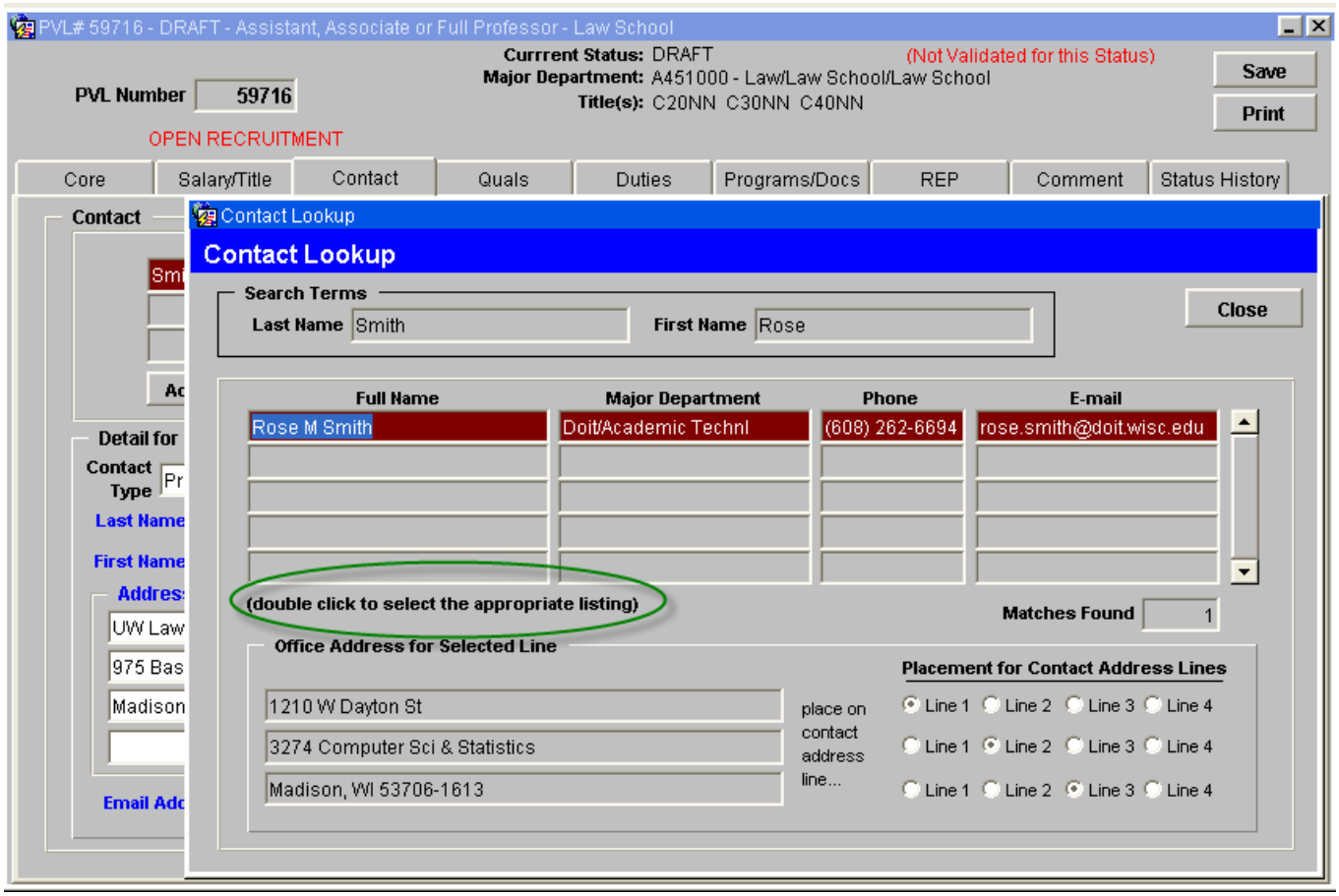


At this point, you can either add another contact, or copy the data entered to another Contact Type (for example, if the same person fulfills more than one contact position, simply use the copy radio buttons to create the new contact record with the same contact person data as the record already entered.).

<Search Address Listings> button: If the Contact's address, phone number and/or email address is not known, enter the Contact's Last and First name in the Contact fields and press the <Search Address Listings> button. The system will search the Directory system for Address/Phone/Email data on the person specified.

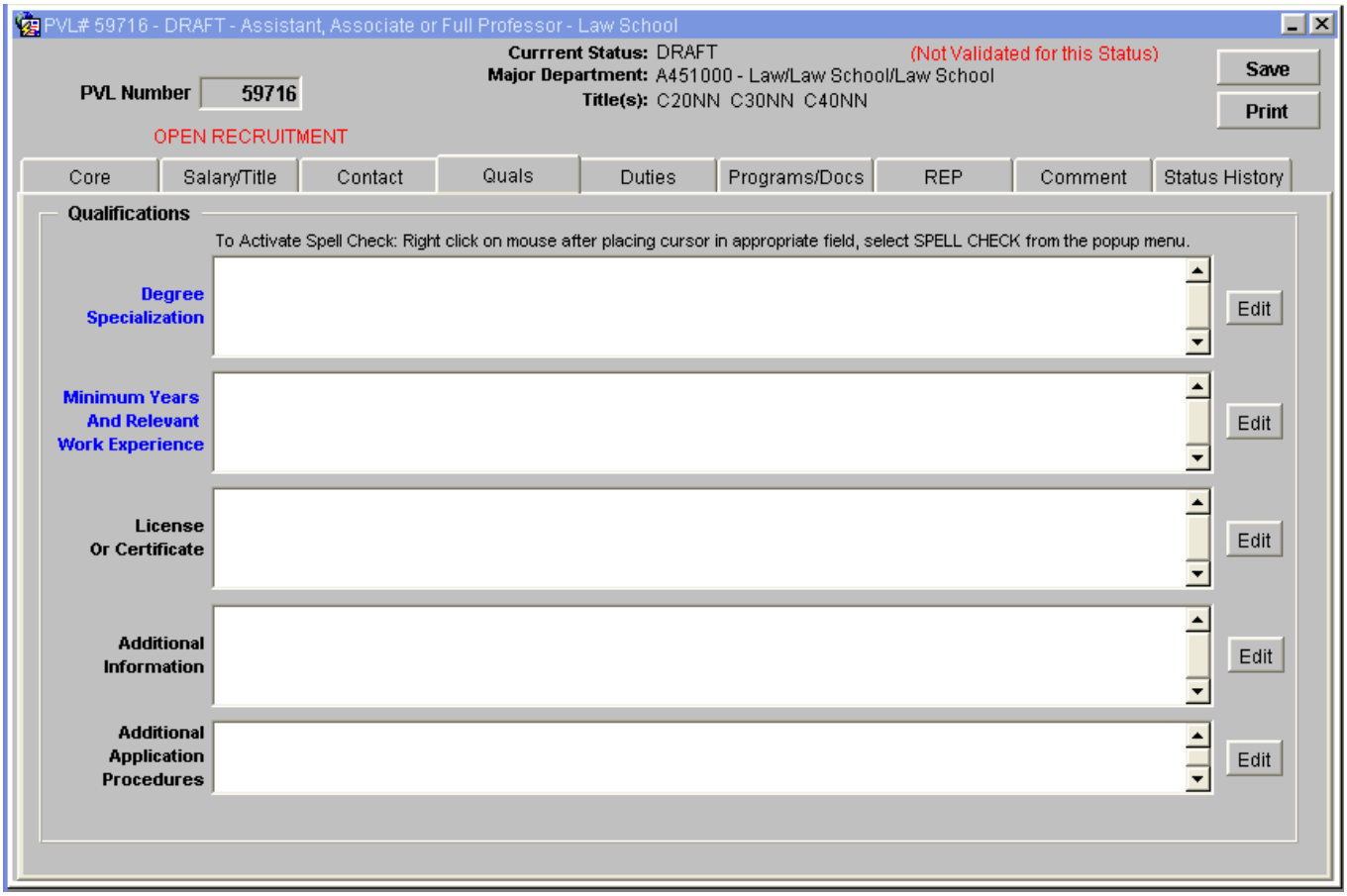
Find Contact Data (Address/Phone/Email)
In the Directory System

<Search Address Listings> cont'd:



Double click on the appropriate record to transfer the data to the Contact record.

Qualifications (Quals) Tab

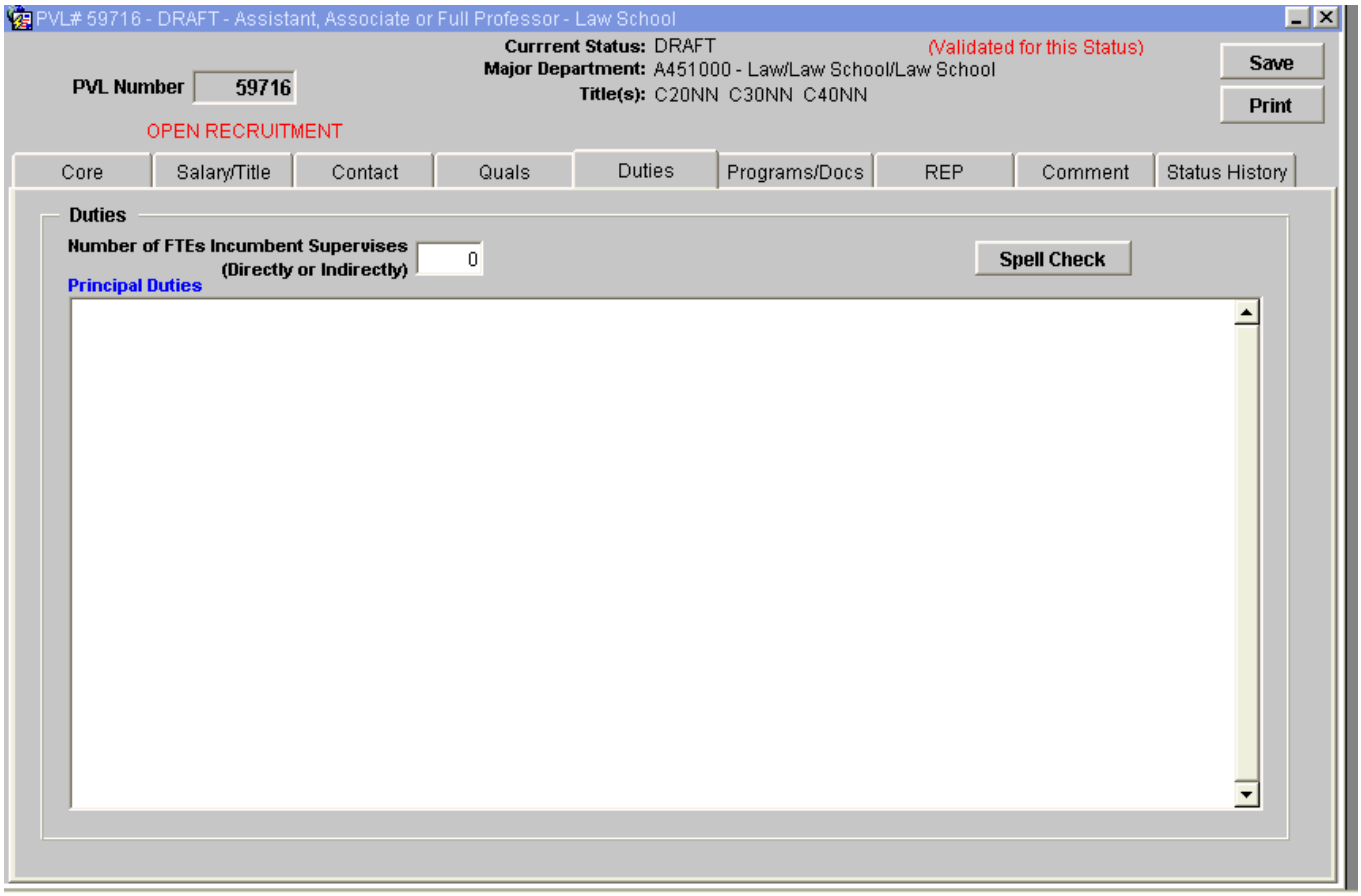


The Qualifications Tab allows users to enter and update the required qualifications (degree, years of experience and license/certificate) for the vacant position. Users can also enter any Additional Information needed on the posting as well as Application Procedures beyond the default instruction on the listing which is: "send resume and cover letter".

Press the < Edit> button adjacent to the field to see more of the field's text on the screen.

Degree Specialization*	Indicate what minimum degree and specialization is required for the job. Also may state the higher qualification as preferred.
Minimum Years*	Indicate the amount (specific number of years) and type of experience required and/or desired beyond the minimum degree requirement. Clearly differentiate what is required and what is only desirable.
License/Certificate	State the full title of the special license or certificate relevant to the job.
Additional Information	Any additional information about the posting you would like the applicant to be aware of.
Additional Application Procedures	Additional requirements the applicant should be aware of, such as portfolio, curriculum vitae, etc.

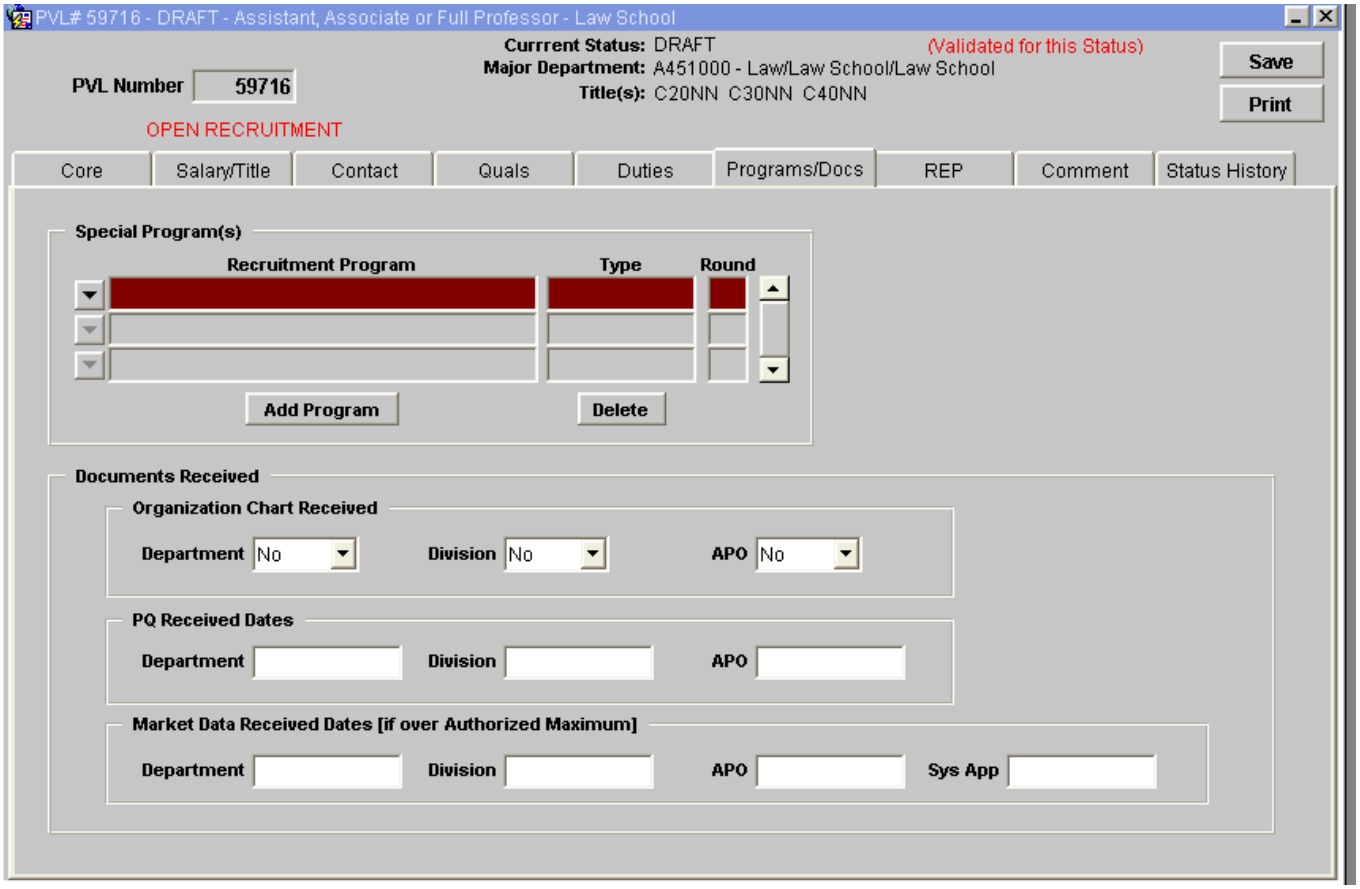
Principal Duties (Duties) Tab



Note that Spell Check is available on all of the large text fields including Principal Duties on the Duties tab as well as all of the fields on the Quals tab (right click to get Spell Check from the floating menu for the fields on the Quals tab).

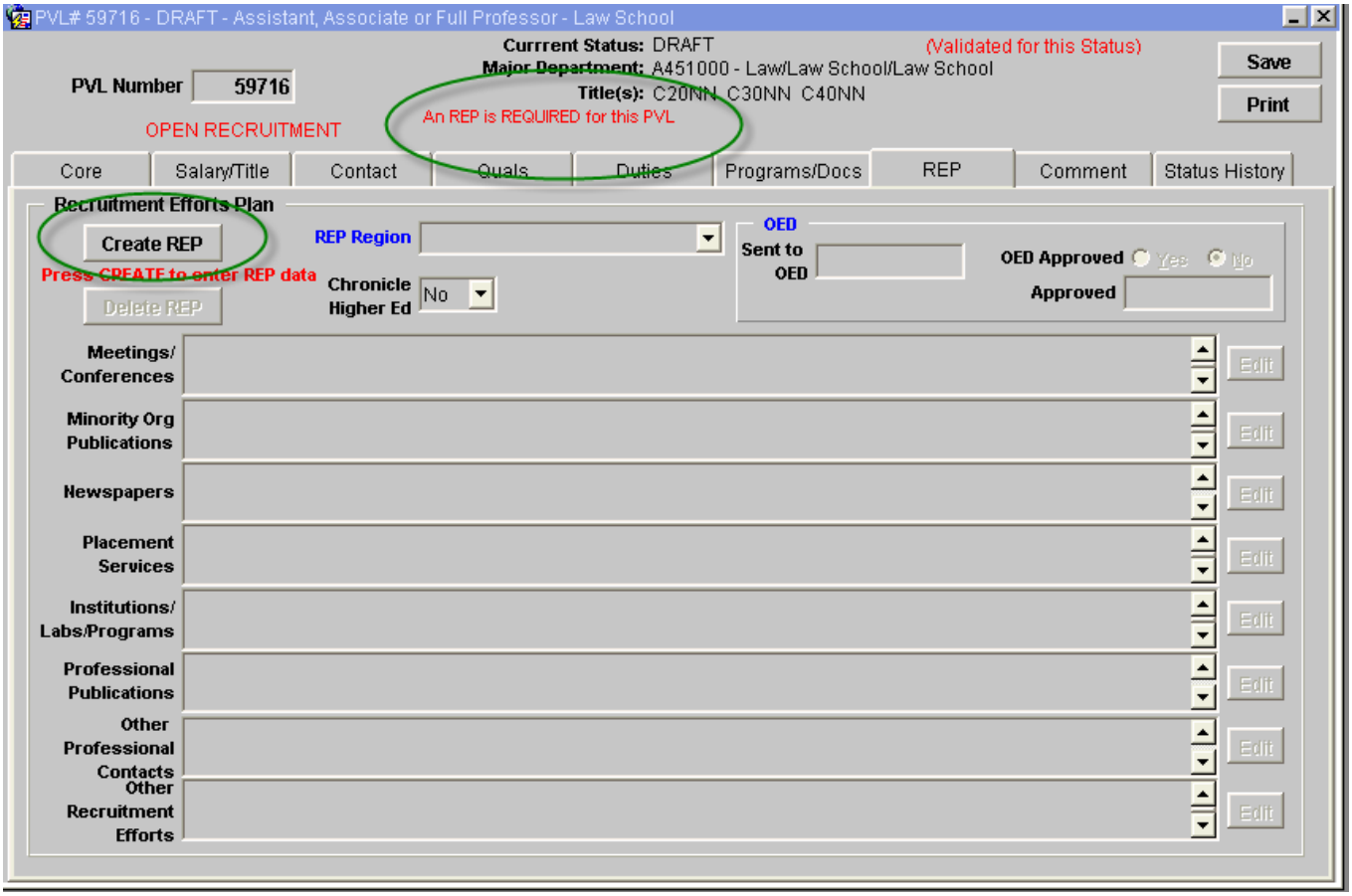
Number of FTEs Supervised	Number of FTE incumbent supervises both directly and indirectly (through subordinates)
Principal Duties*	Describe the principal duties and responsibilities of the position and application procedure if other than cover-letter and resume.

Program/Documents (Program/Docs) Tab



Special Programs	Complete this section if this recruitment is associated with a Program such as a Cluster Hire.
Organization Chart Received	Select 'Yes' in the field that is appropriate for you. Department; Division; APO
PQ Received Date	**MM DD YY.** This is required ONLY for Program Manager, Unspecified Director title series and Administrative Officer PVL.
Market Data Received	**MM/DD/YY.** This is required ONLY for PVL when the proposed salary is above the maximum salary range or above the 75% of the President's current salary.

Recruitment Efforts Plan (REP) Tab

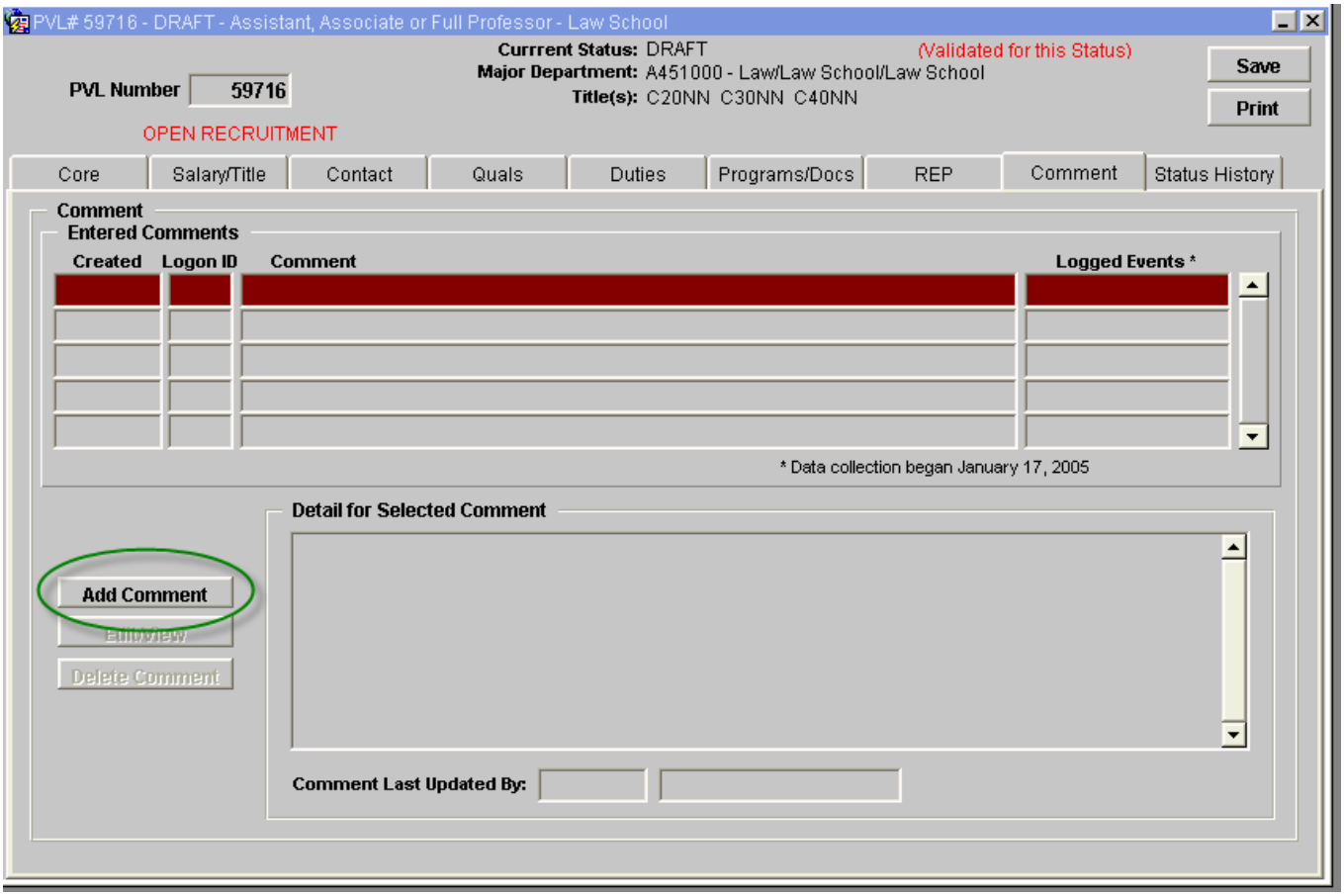


The Recruitment Effort Plan Screen allows users to enter and update the proposed recruitment methods besides posting the PVL on the web. The information on the screen is required for all faculty, CHS and when the proposed academic staff & limited appointment position salary is above Range 8 Minimum.

Press the <Create REP> button in order to establish a default Recruitment Efforts Plan record. A message above the tab instructs the user on whether the REP is needed or not needed for the Listing.

REP Region*	Indicate the scope of the recruitment. • M = Madison Area Search • W = Wisconsin Area Search • R = Regional Search • N = National Search • U = Search Within the University
Chronicle Higher ED	Indicate if the position is going to be advertised in the Chronicle Higher ED.
List OF Recruitment Methods	Specify the name(s) of newspapers and publications in which the PVL will be advertised, institutions and organizations to be contacted.

Comment Tab



This tab is for comments associated with the individual PVL. These comments are created by staff that are authorized to "update" the PVL. Only the creator or APO staff may update a comment entered here. Only users with the proper UDDS authorization are able to access this tab. Those who have access to the tab can View all comments.

Also listed on this tab are system generated Comments (called Events), such as '16-Month Notice Sent', etc.

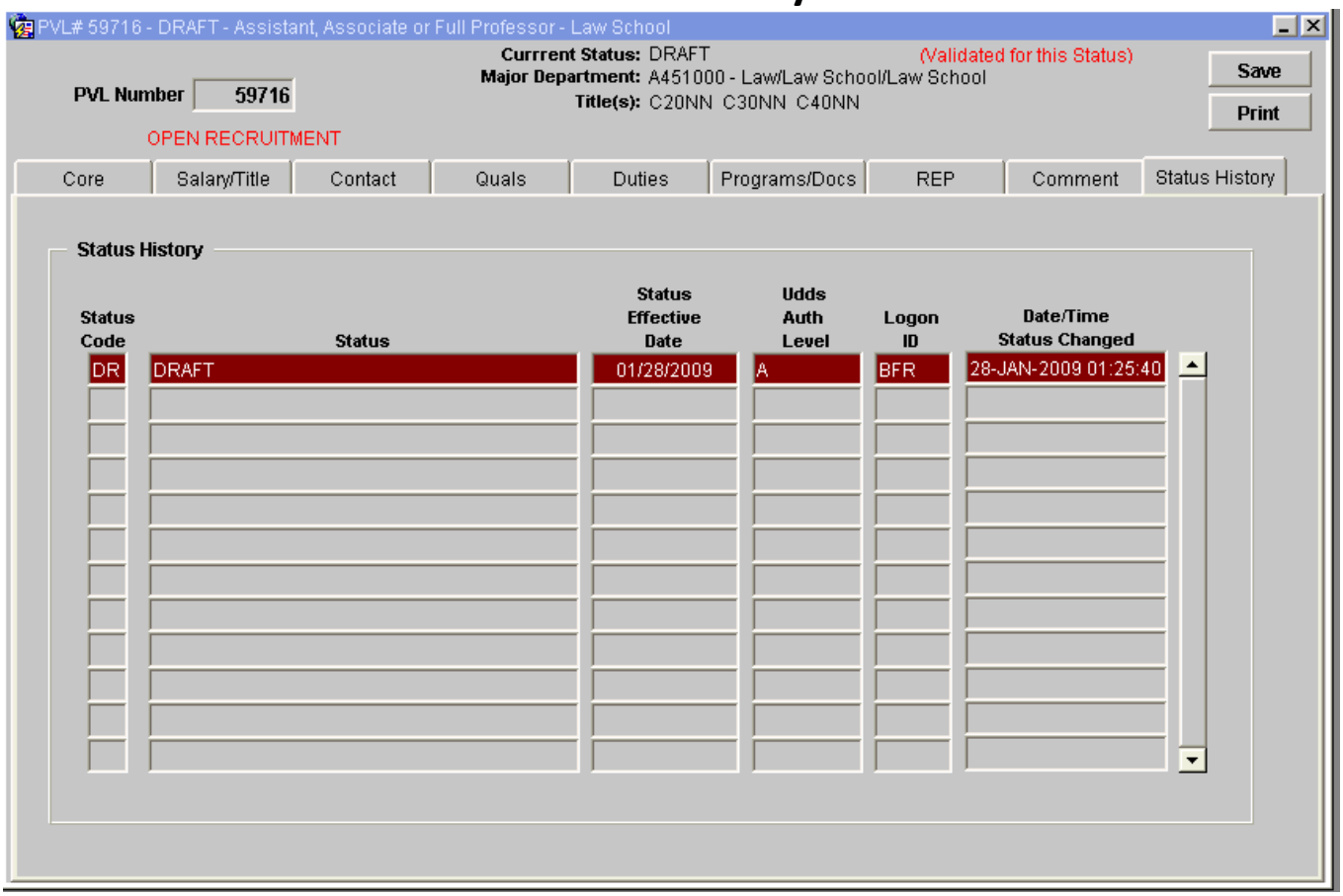
Existing comments are displayed in order by Create Date with the most recent Comment on top.

To **CREATE** a Comment: Press the <Add Comment> button. To **UPDATE** a Comment: Place the cursor on the Comment record you wish to change in the first half of the screen (the background color of the record will be dark red) and press the Edit/View button.

To **DELETE** a Comment: place the cursor on the Comment record you wish to change in the first half of the screen (the background color of the record will be dark red) and press the <Delete Comment> button.

Only the person who created the comment may update or delete his or her own comment.

Status History Tab

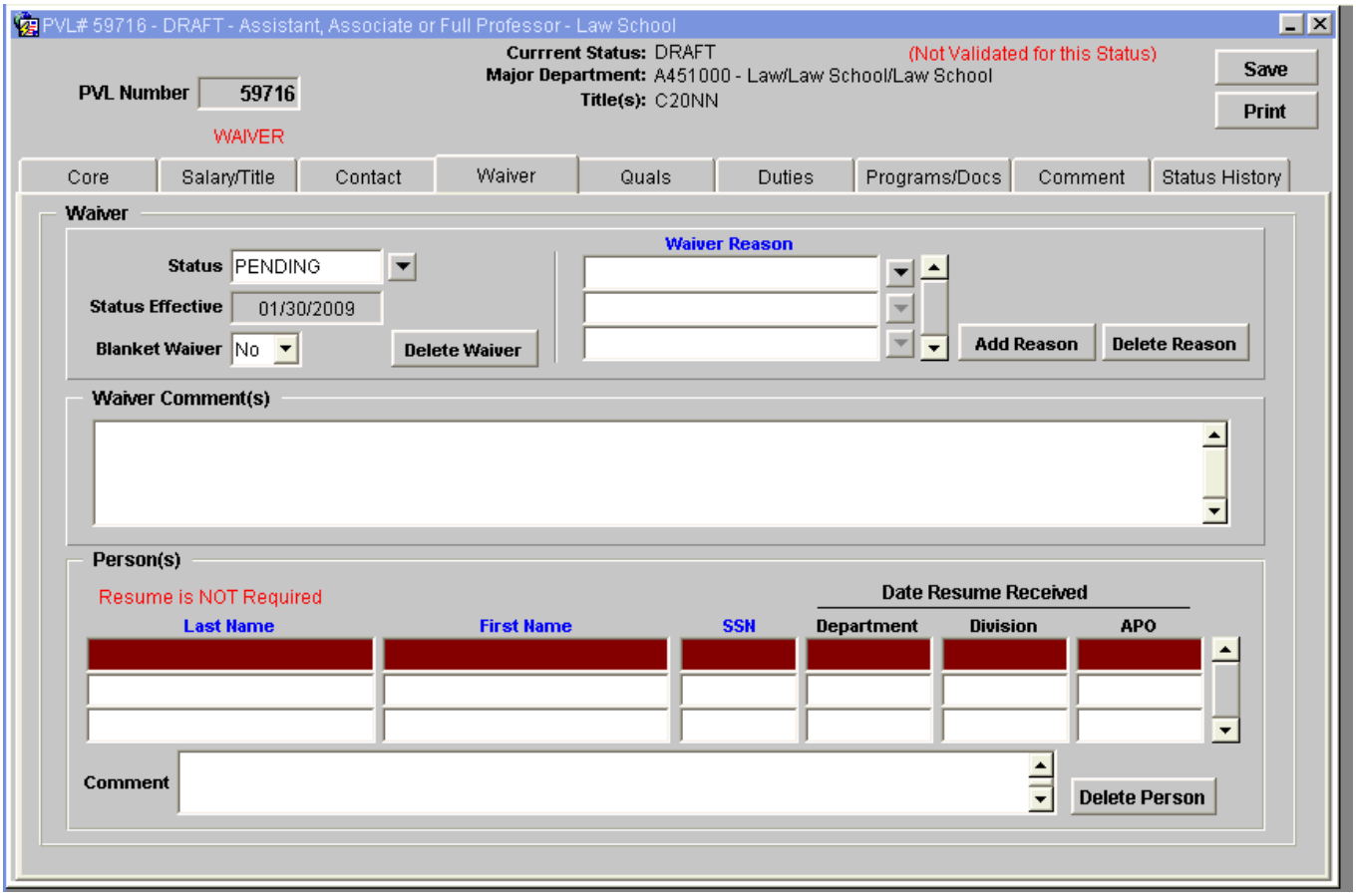


The data on this tab is not modifiable. It displays the history of statuses that a particular PVL has had. Anyone with update or view access can view the status history of a PVL. The statuses are displayed with the most recent status on the top line by status effective date (MM/DD/YYYY).

Possible Statuses:

- Draft
- Entered
- Department Approved
- Division Approved
- Division Hold
- APO Approved
- APO Hold
- Released
- Filled
- Revised
- Hire Pending
- Cancelled
- Hold

Waiver Tab



This tab allows users to enter and update PVL waiver information. The tab is only displayed if 'Waiver' is selected on the Core tab as the Recruitment Type.

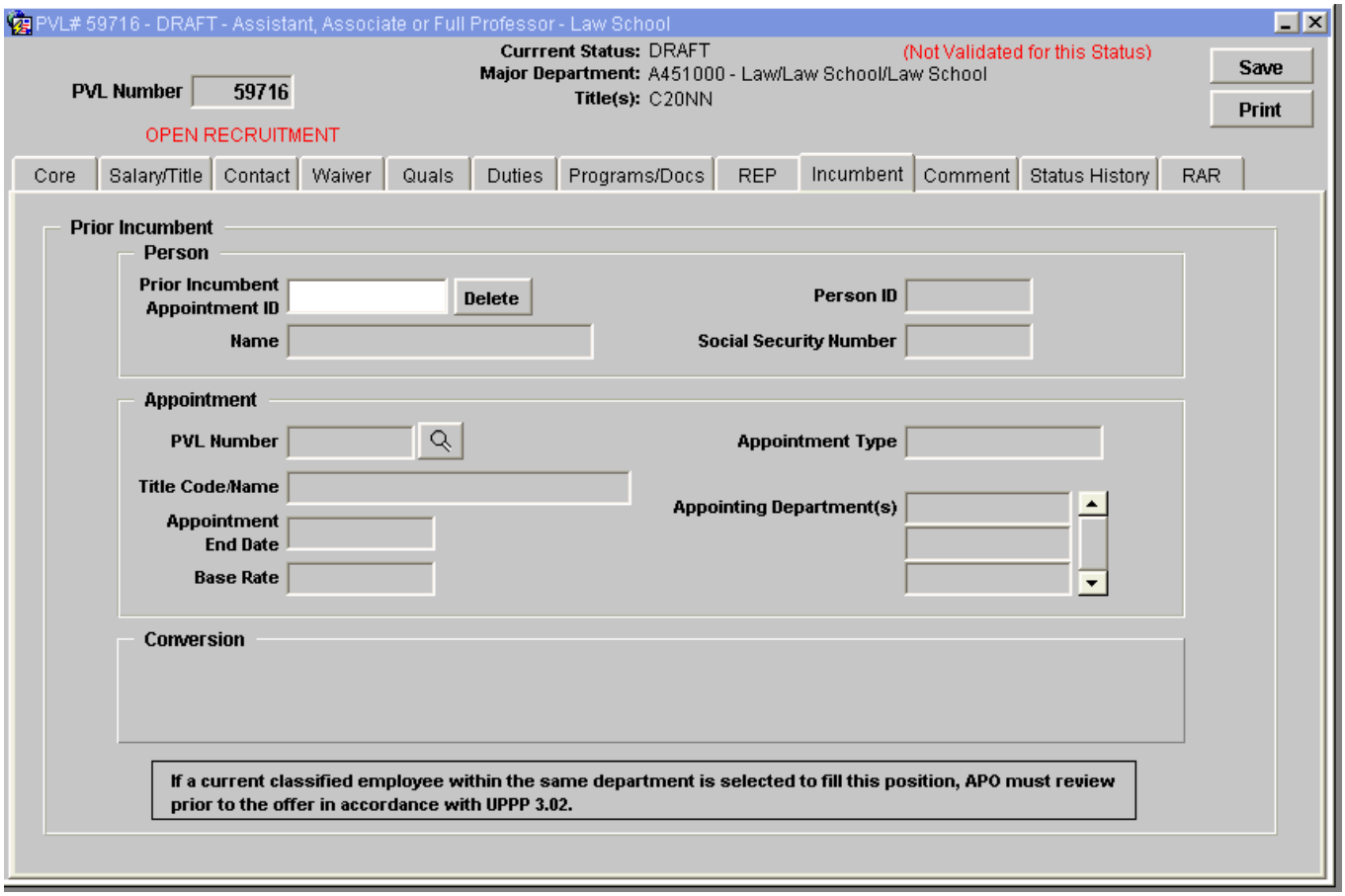
Waiver Status*	**A** = Approved (for APO use only) **D** = Denied **P** = Pending
Waiver Reasons*	**A** = Appointment is 25% or less **B** = Emergency Appointment ✔ **C** = 6 week or less (*Terminal Appt.)* **D** = L.O.A. Replacement ✔ (*Terminal Appt.)* **E** = Training Completion for E-I-T (Research Associate X01NN & Postdoctoral Fellow/Trainee X10NN & X30NN after 1.5 years in position) **F** = Degree Completion for PA, TA, SH (*Terminal Appt.) (TA –end of semester, PA & SH – less than 3 months)* **G** = Referral Priority **H** = Temporary Acting Appt. ✔ (*Terminal Appt.*) **I** = Re-employed Annuitant (*Terminal Appt.*) **K** = Sole Sources ✔ **L** = Spousal Hire ✔ **M** = Moving from FA Appt. to AS and vice versa(UC action required) **N** = Other ✔ **P** = Position conversion approved by PCC

Waiver Comments	Enter additional statement to support the Waiver Reasons (for the waiver reasons with ✔) to further explain why waiver of open recruitment is requested.
Last Name*	Last name
First Name*	First name
SSN*	SSN or type N/A if SSN is unknown
Date Resume Received	**MM DD YY** *Resume should be send and Date Resume received should be entered if the proposed title is other than Lecturer, Faculty Associate, Faculty Assistant, Clinical Instructor*.

*****Information always required

✔ Additional information in the "Waiver Comment" or the "Comments" section is required.

Incumbent Tab



The Incumbent tab is displayed if 'Replacement' is chosen as the PVL Type on the Core tab.

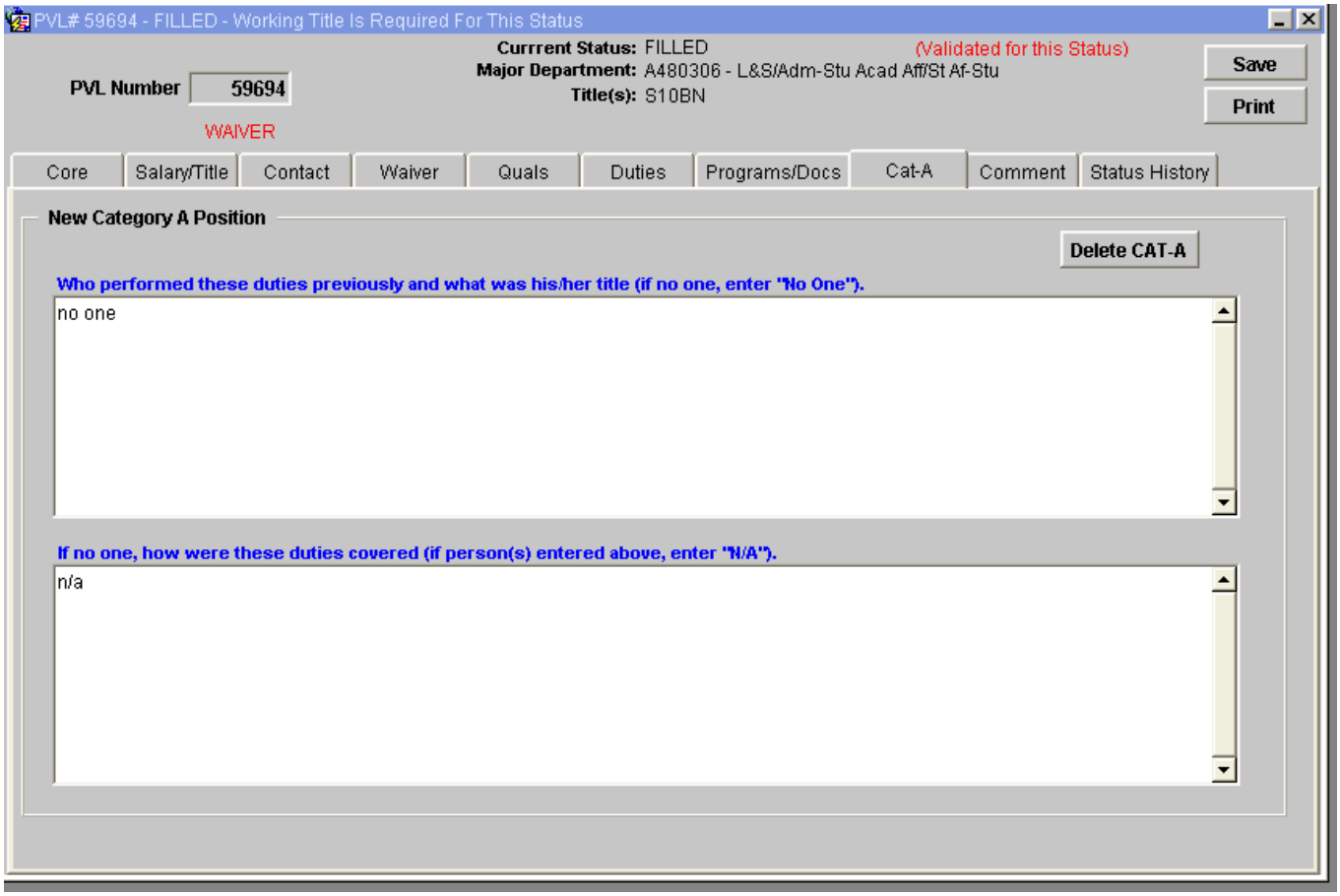
If the former incumbent is a classified employee or academic staff employee whose position is earmarked to be converted to a classified position when vacated, prior to the release of the PVL, the Personnel Classification Committee (PCC) must review the new position description. Please refer to the Unclassified Personnel Policies and Procedures Handbook Chapter 3.02 for instructions.

If the former incumbent title is not a program manager or unspecified director title series, and the proposed title for this PVL is in that title series, a Position Questionnaire (PQ) is required.

A PQ is also required if the prior incumbent has a program manager or unspecified director title but at different range than the proposed title for this PVL.

Prior Incumbent Appointment ID*	The Appt.ID # of the person who is being replaced.

New Category A Position (Cat-A) Tab



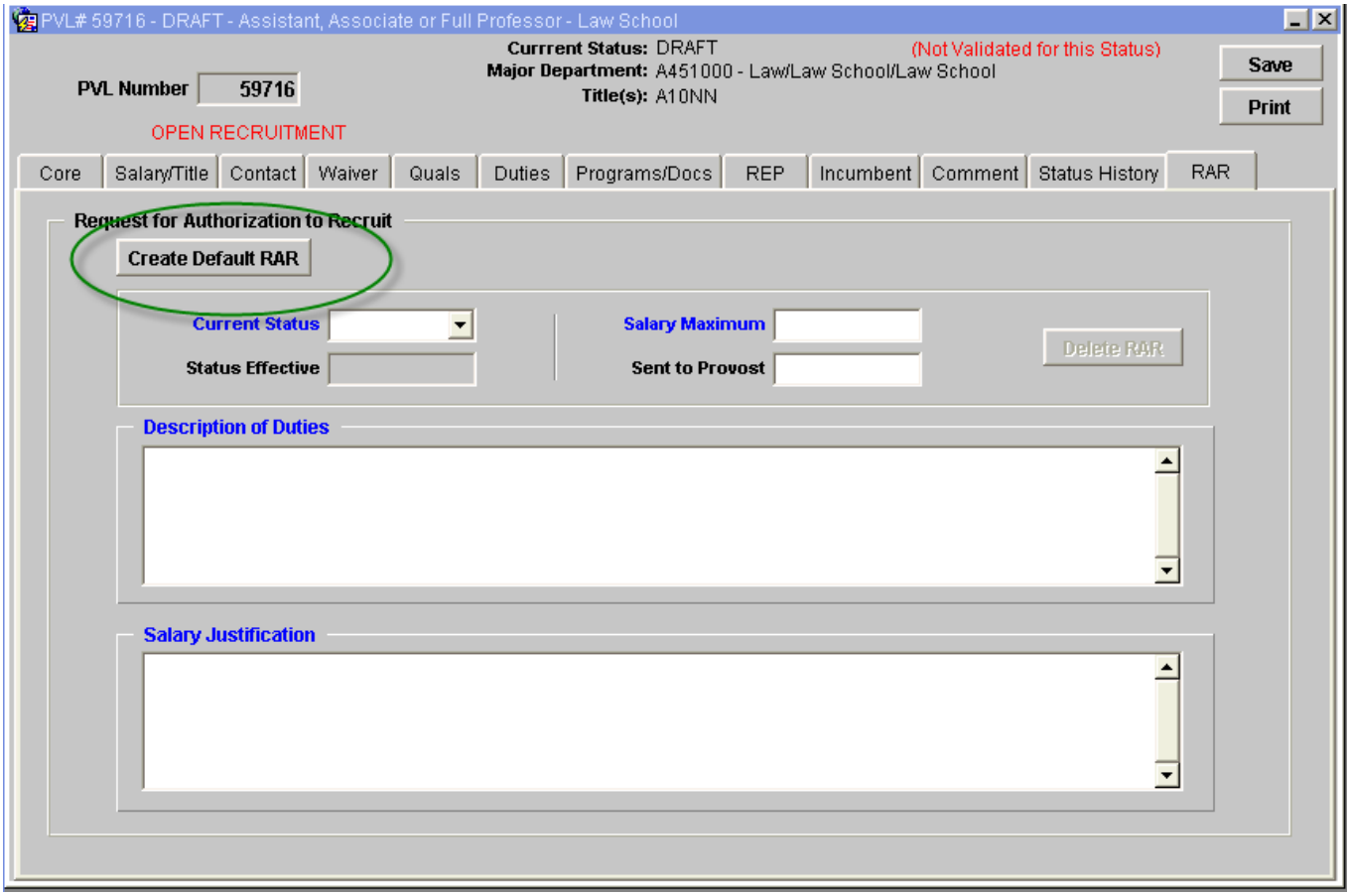
The New Category 'A' Position Screen allows users to enter and update the information how and who performed these duties previously and his/her title if applicable.

This information is required when the PVL is new and the title is that of Category "A".

This tab is available only if the PVL's title(s) are Category "A" titles.

Agreed	This page is an explanation of the policy one has to follow prior to offering this position to a current classified employee in the same department. This page is only displayed prior to the Cat-A data having been entered.
Who Performed These Duties Previously & his/her Title	Indicate the name(s) of the individual(s) and title(s) who were performing these duties previously.
If no one, how were these duties covered*	If you had entered "no one" or "not applicable", state how these duties were previously covered.

Request for Authorization to Recruit (RAR) Tab

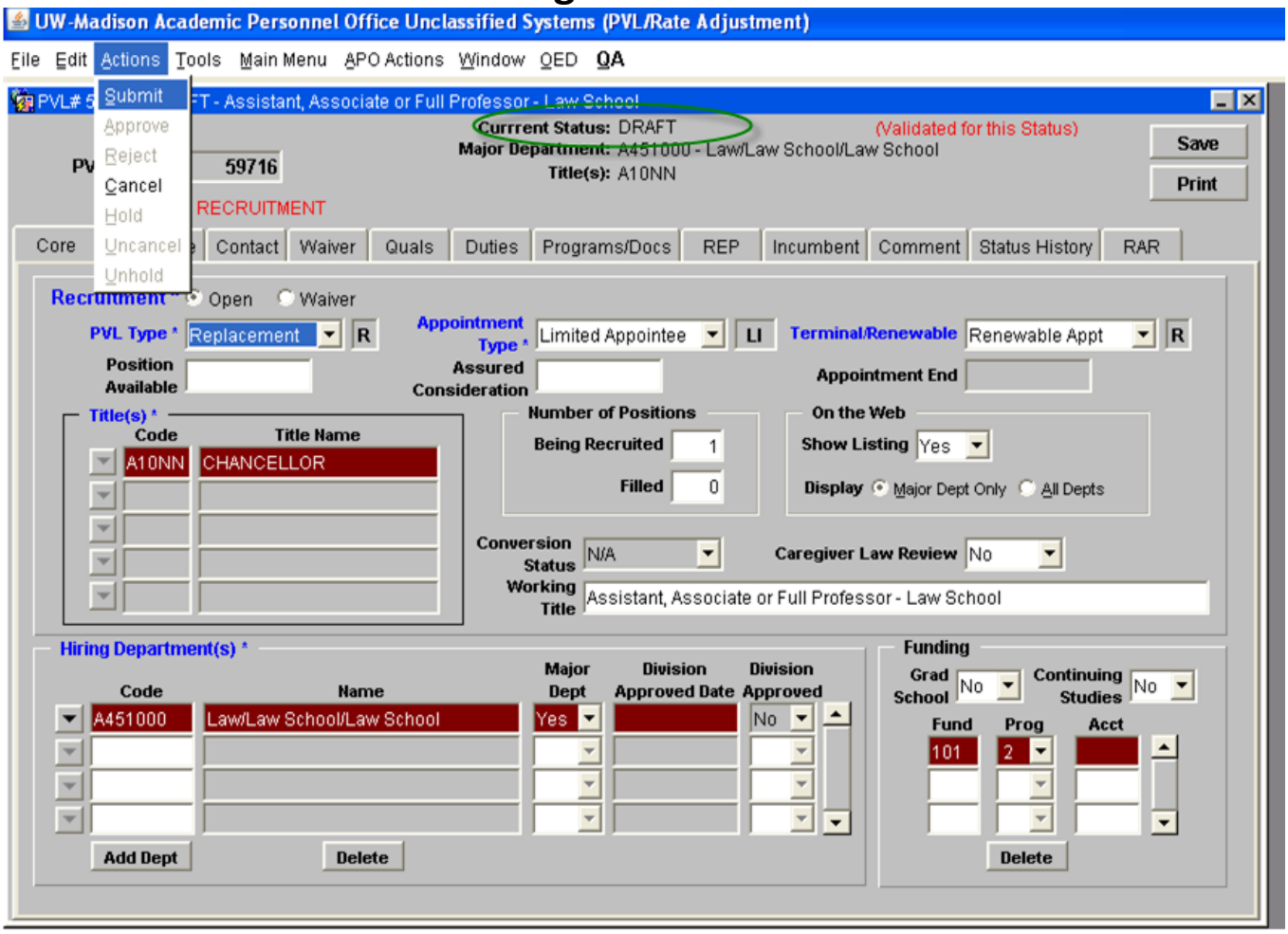


The Request for Authorization to Recruit data is required for all PVLs when the proposed salary is 75% of the UW System President's current salary, except when recruiting for modified professorial title (clinical, visiting, adjunct, CHS, L/I, and emeritus), lecturers, and consultants. This tab only appears when the RAR is required for the PVL.

Description of Duties*	Describe the principal duties briefly as how it should appear in the RAR form when it is forwarded to UW-System for the salary approval
Salary Justification:*	Indicate why it is necessary to recruit at that salary level. At the end of the paragraph, add "(see attached salary information)". **A market date is always required**.
Current Status	Status of the RAR. The statuses are Approved, Cancelled, Pending & Revised
Sent to Provost	Date the request is sent to the Provost to be forwarded to UW-System for approval
Salary Maximum	The requested Maximum Salary for this PVL.

*Information always required

Change the PVL's Status



Use the ACTIONS portion of the menu to modify the Status of the PVL.

Actions/Submit	Used to move the PVL from Draft to Entered status
Actions/Approve	Used to move the PVL from Entered to Department Approved status. Also used to move the PVL from Department Approved to Division Approved status (program checks to see the current status to determine which of the 2 statues is appropriate.
Actions/Reject	Used to move the PVL to a prior status (e.g., from Dept Approved to Entered).
Actions/Cancel	Used to Cancel further work on a PVL.
Actions/Hold	Used to temporarily suspend work on the PVL.
Actions/Uncancel	Used to place the PVL in the status it had just prior to the Cancellation so that work on the PVL may resume.
Actions/Unhold	Used to remove the Hold on the PVL so that work on it may resume.

When an Action is selected the PVL data is checked for completeness and integrity. If no errors exist, a "successful" message appears indicating the status has been changed. Note that the "Current Status "display is modified to reflect the new status.

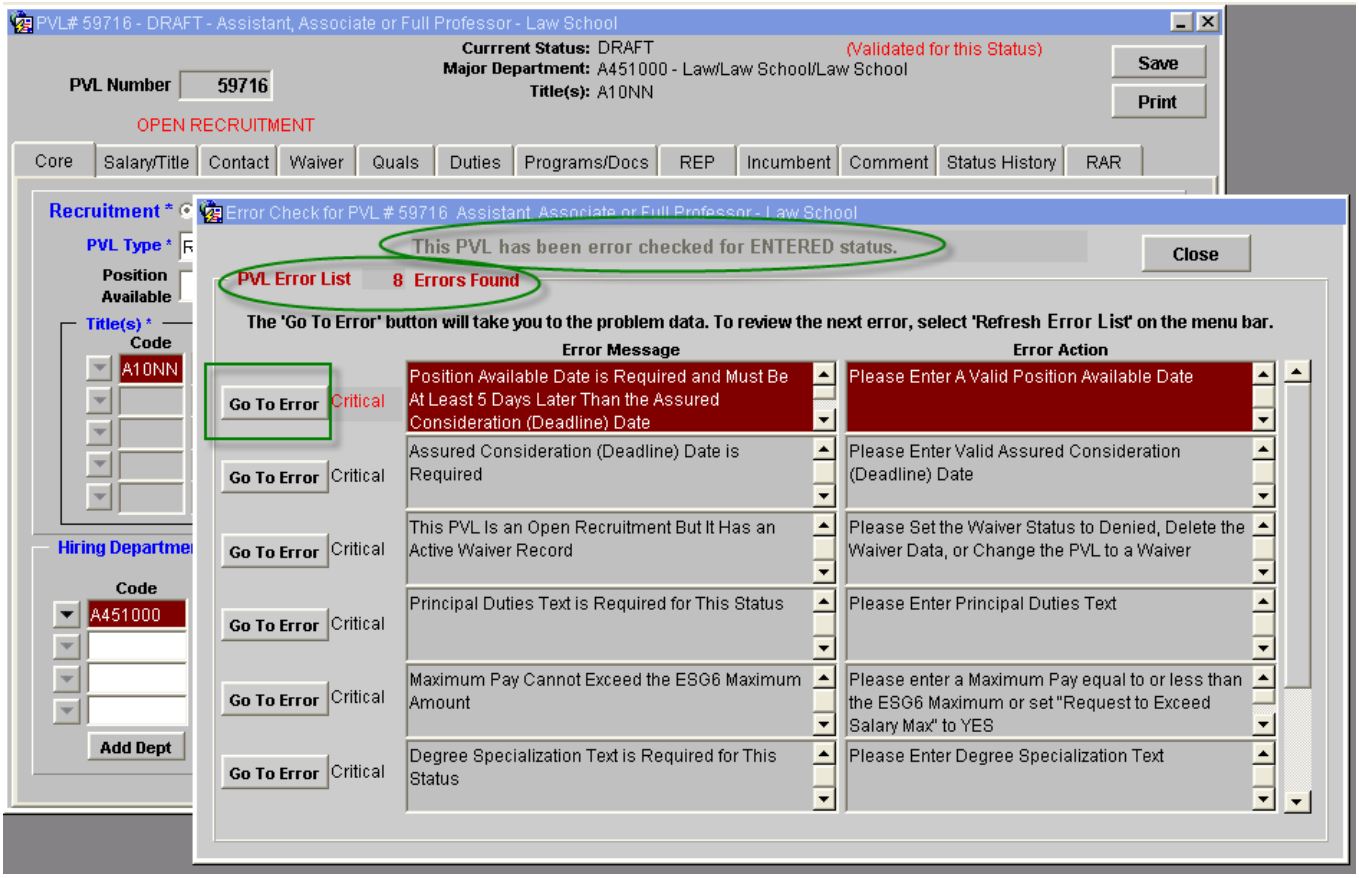
Change the PVL's Status cont'd.

Full list of Statuses:

- Draft
- Entered
- Department Approved
- Division Approved
- Division Hold
- APO Approved
- APO Hold
- Released
- Filled
- Revised
- Hire Pending
- Cancelled
- Hold

Note that the Department may not modify the PVL after the PVL is Department Approved (which effectively forwards it to the Division for further approval) and the Division cannot modify the PVL after it is Division Approved and submitted to APO for further review.

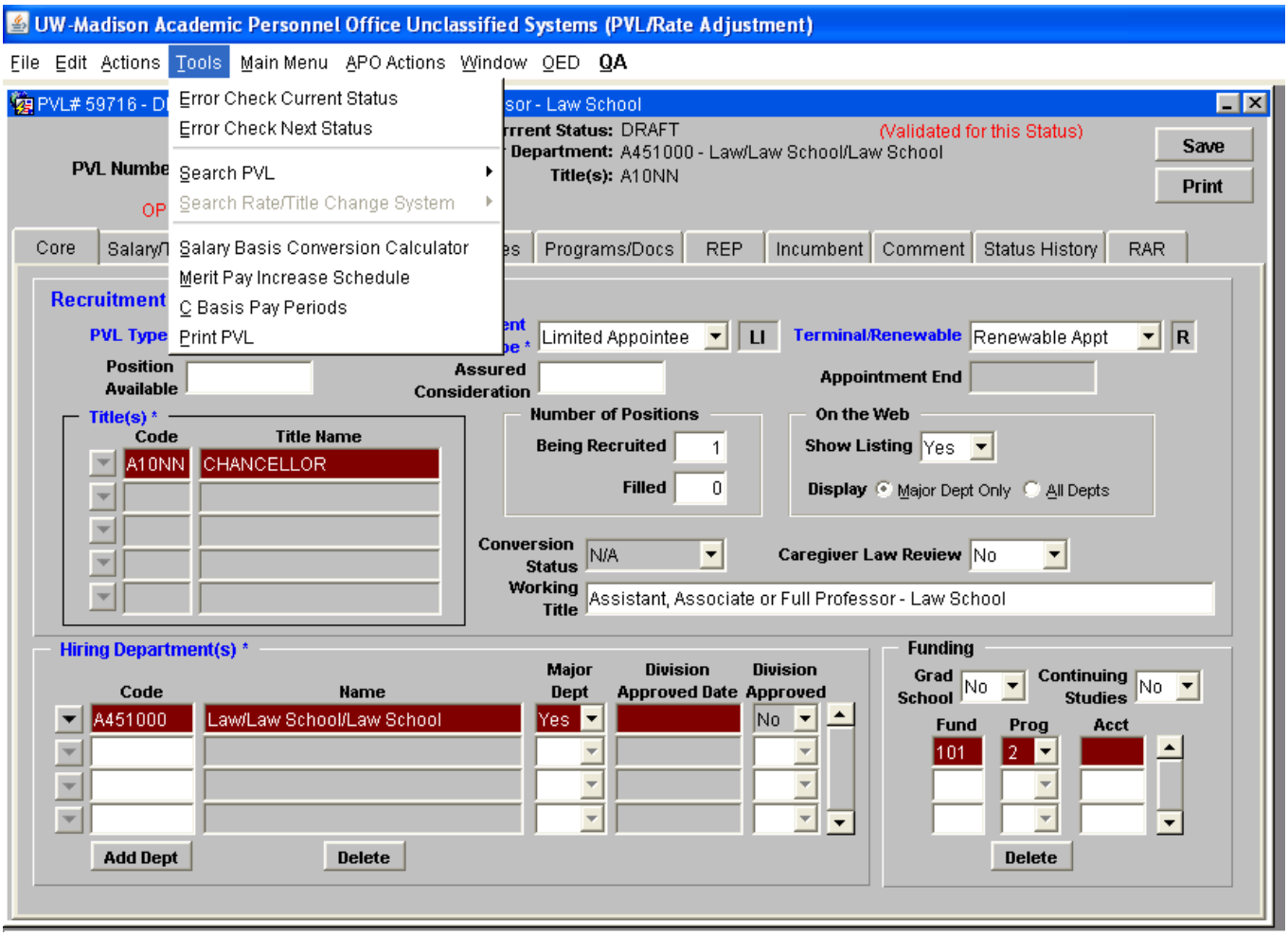
Error(s) Window



If errors were found when you attempted to change the PVL's status, an Error window will display with:

1. The status for which the PVL was validated
2. The number of Errors
3. The Error Message and, adjacent to it, the Actions needed to remediate the error.
4. A <Go To Error> button that will take you to the field needed to correct the error.

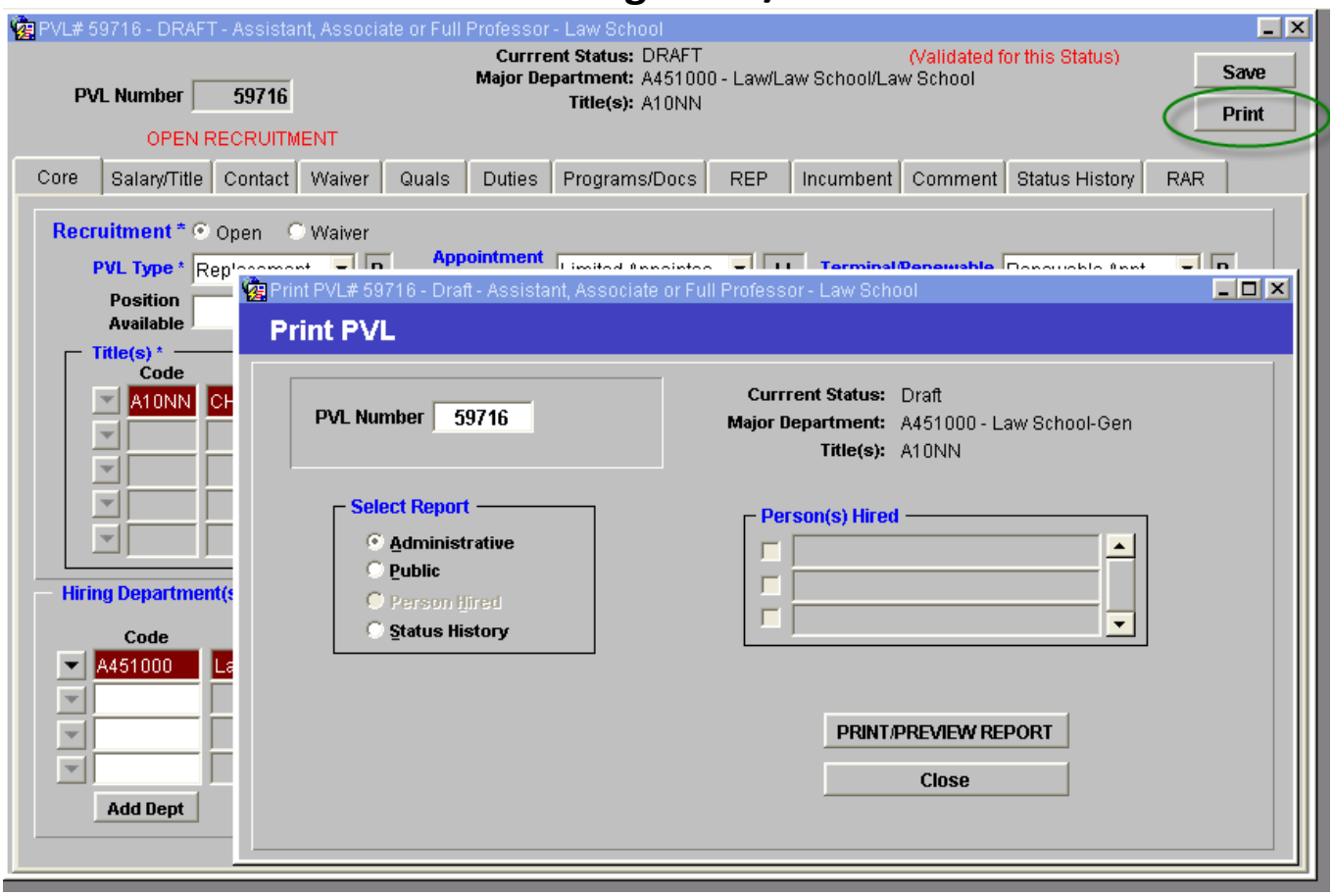
Tools Menu



If you wish to check the PVL for errors without having to change the status of the PVL, use the TOOLS Menu. From the TOOLS menu you can check for Errors at the Current Status or for the next status that would advance the PVL, e.g., from Draft status, you can validate the PVL for Entered status without changing the PVL's status to Entered.

Note that, if you are in Edit mode, the PVL is validated for whatever the current status may be when you close out the record. On closing out the PVL, if you get a list of errors which are "Critical" or "Informational", you may still exit the PVL without correcting the data. However, the errors must be corrected if you wish to move the PVL to the next level.

Printing a PVL/Waiver



ADOBE ACROBAT READER installation is needed to be able to print a PVL.

The <Print> button in the PVL's upper right corner can be used to access the Print PVL screen. The Print PVL screen may also be accessed from the File pull down menu and the Main Menu screen. On the Print PVL screen, select which report you wish to print and then press the <Print/Preview Report> button.

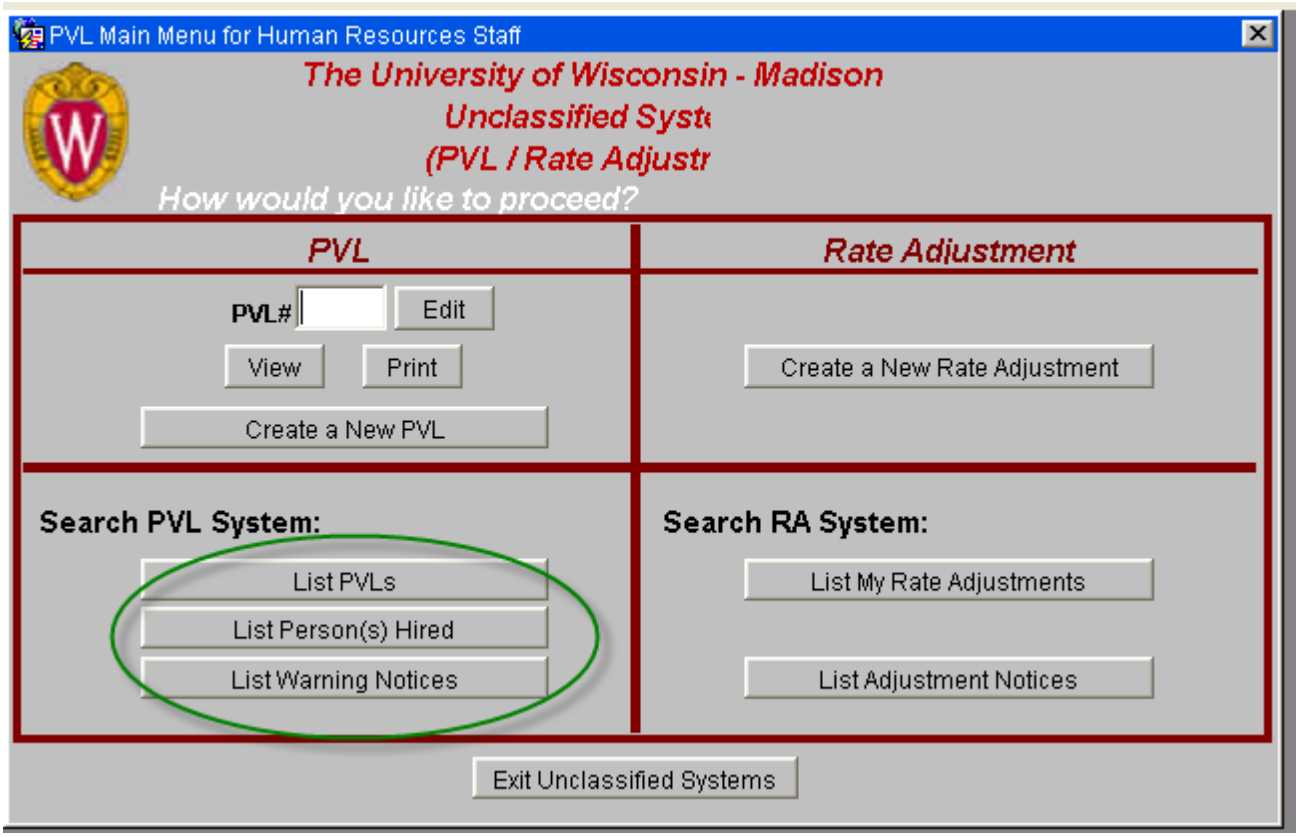
You must have your browser set to accept Pop-ups from this site in order to print from PVL. After pressing the <Print/Preview Report> button, the system launches Adobe Acrobat and the report appears in a separate window. From this window, you may then send the report to your local printer, if a hard copy is needed, or you can choose to save the PDF.

Only one PVL may be printed at a time. If you want to print more than one PVL, you may change the PVL number on the Print Screen to print a different PVL.

Available reports:

- Administrative – Includes funding, prior incumbent's name/appointment ID, if waiver, name and reason for the waiver, comments for the PVL, etc.
- Public – The Released PVL for Open recruitment (the data as it would appear on the Web listing).
- Person Hired – Only available after the PVL has been filled and only available to the users with the hiring department authorization for the PVL. This report adds a cover sheet to the Administrative report with details on the person hired for the recruitment.

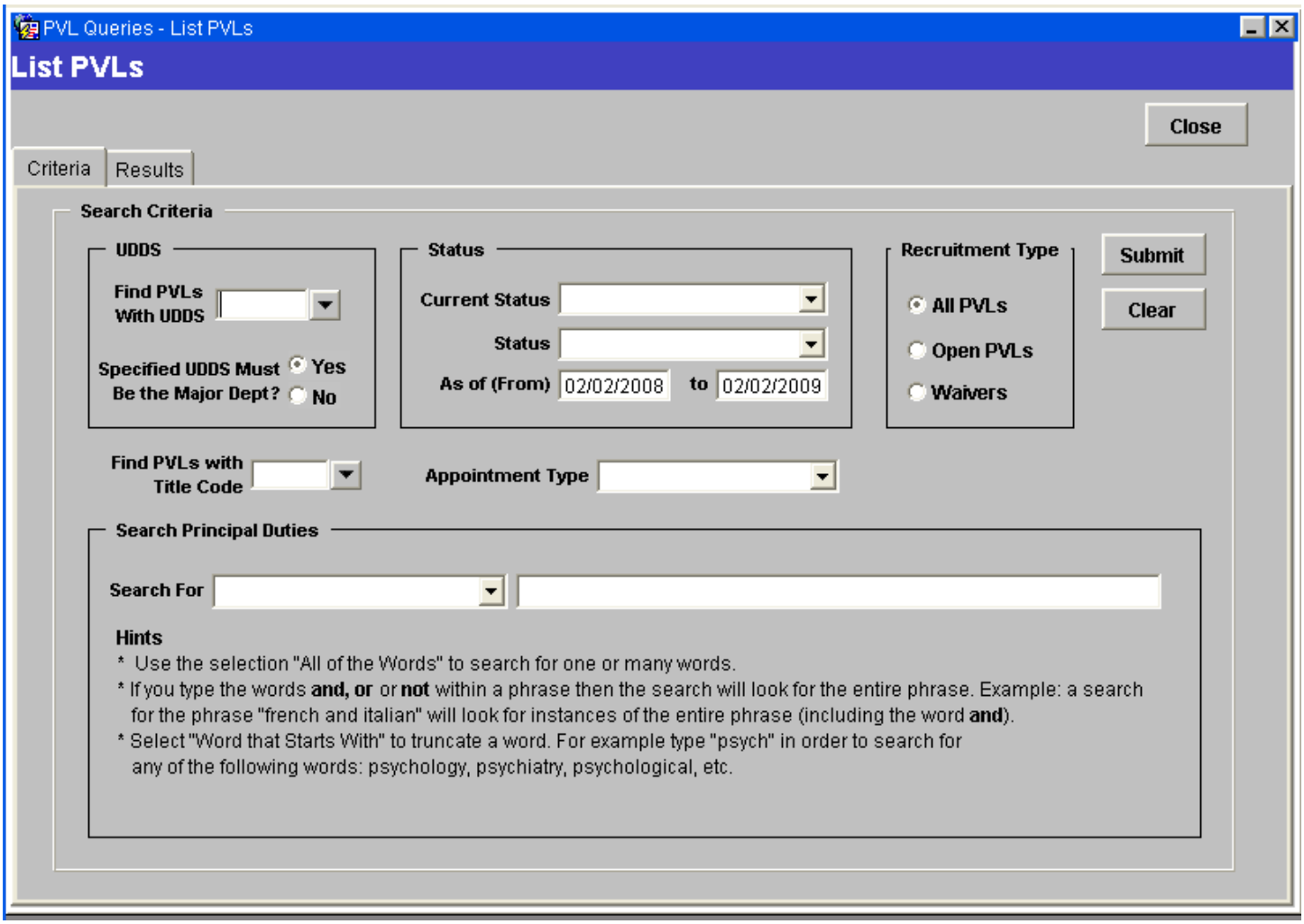
Search the PVL System



List PVLs	Displays a list of PVLs based on the criteria entered.
List Person(s) Hired	Displays list of person(s) hired for the PVLs selected based on the criteria entered.
List Warning Notices	Displays a list of notices sent out for the selected time period. Notices include 16-month warnings, Notice of Removal from Web Listings, etc.

List PVLs Query Screen

Criteria Tab

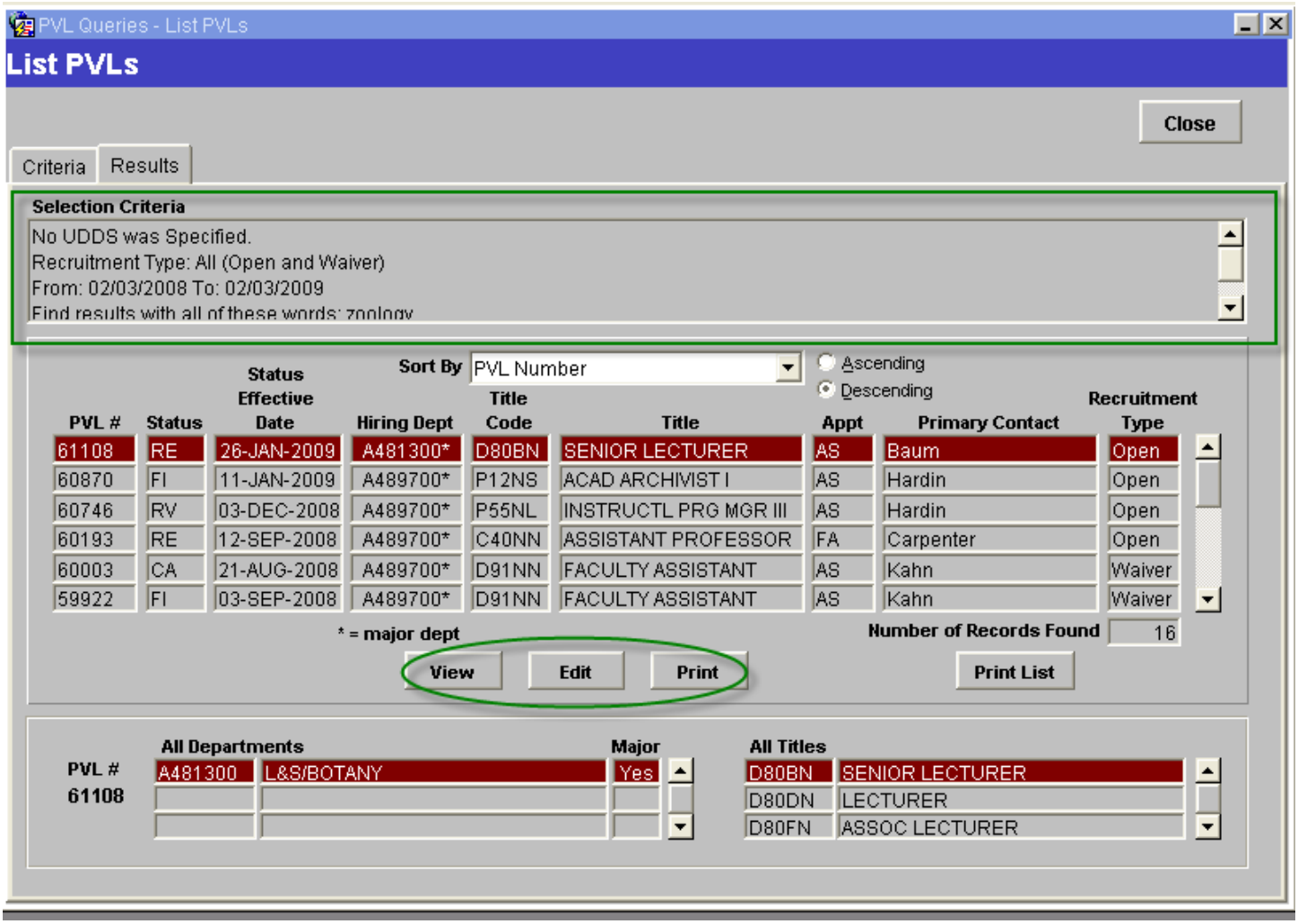


The Query Selection screen is used to create individualized queries not restricted by UDDS authorization

List PVLs Query Criteria

UDDS	Enter a full or partial UDDS code(s) or leave blank to see results regardless of UDDS
Current Status **Status**	If you want to see only a specific status as of today, select a specific current status **DR** = Draft **EN** = Entered **TA** = Department Approved **DA** = Division Approved **DH** = Division Hold **AH** = APO Hold **AA** = APO Approved **RE** = Released **FI** = Filled **RV** = Revised **HP** = Hire Pending **CA** = Cancelled **HO** = Hold **BLANK** will select all status
Appointment Type	**AS** = Academic Staff **FA** = Faculty **LI** = Limited Appointee **BLANK** will select all appointment types
Title Code	Specify a full or partial title code (e.g. E10 or E10FN)
Major Department	**Yes** = Select all PVLs where the specified UDDS is the Major Department. **No** = Select all PVLs where the specified UDDS is the Appointment Department.
Status Dates	The From Date/To Date must be specified. The default date range is one year from the current date.
Recruitment Type	The search may be limited to on Waivers, for example. Default is All Recruitment Types.
Search Principal Duties	If you are looking for a PVL having certain content within the Principal Duties field, you can enter the words you wish to find within the field. For example, if you need to find all PVLs with the term 'zoology' embedded within the Principal Duties field, you can search for that term.
Submit	***Action***: - Click on SUBMIT ***Result***: - The Query Results appears in descending PVL# sort order.

List PVLs Query Results Tab

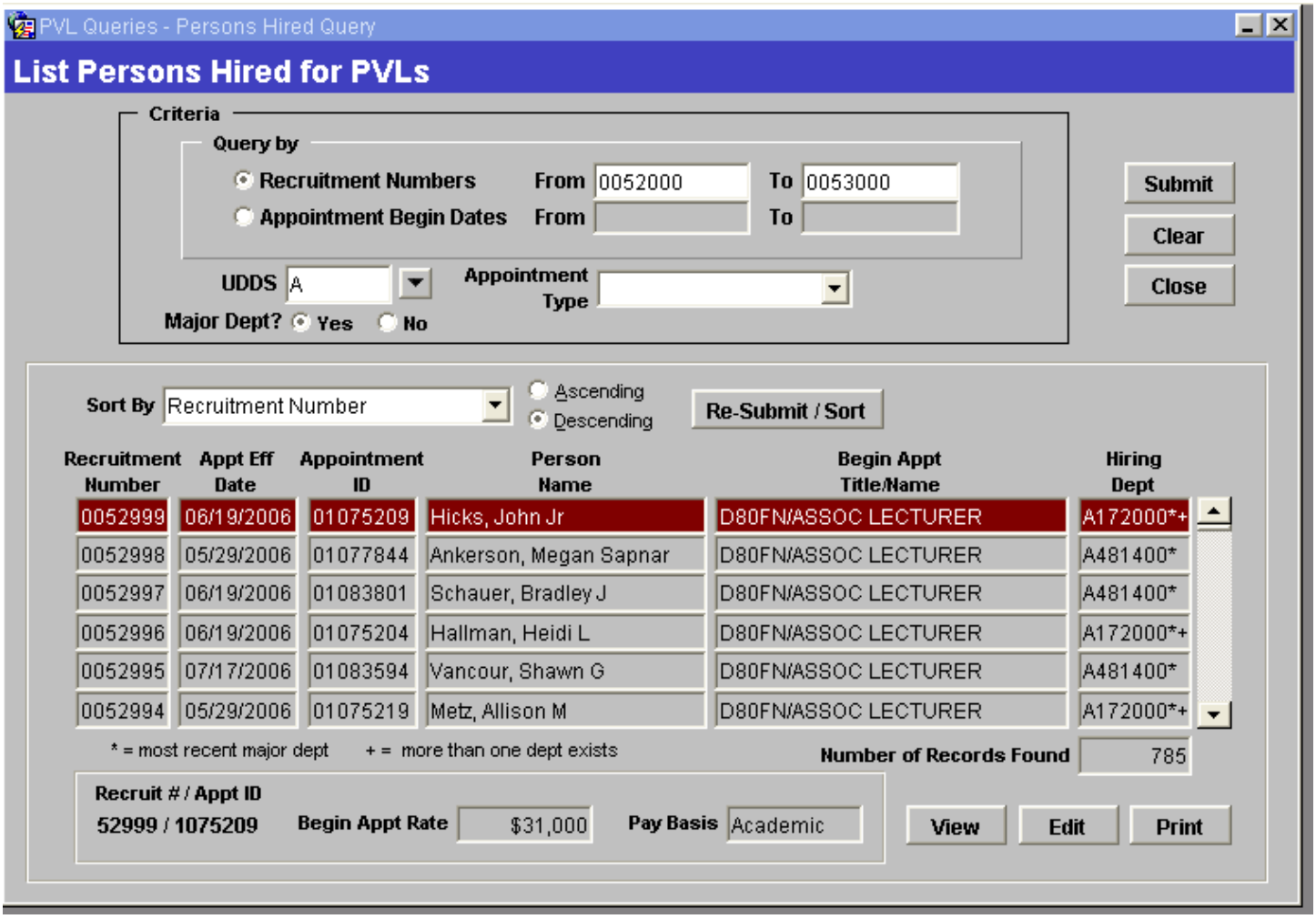


A summary of the Selection Criteria appears in the scrolling region in the upper part of the tab. Default sorting of the Results List is by PVL Number descending order. Change the sort order by using the Sort By pull down menu and the Ascending/Descending radio buttons.

You can navigate to the PVL by pressing either the <View> or <Edit> button or you can choose to Print one of the PVL reports from this screen.

You can also create a hard copy of the results by pressing the <Print List> button. The list can be printed as a PDF or the data can be sent to an Excel spreadsheet (you must have Excel installed on your desktop for this option).

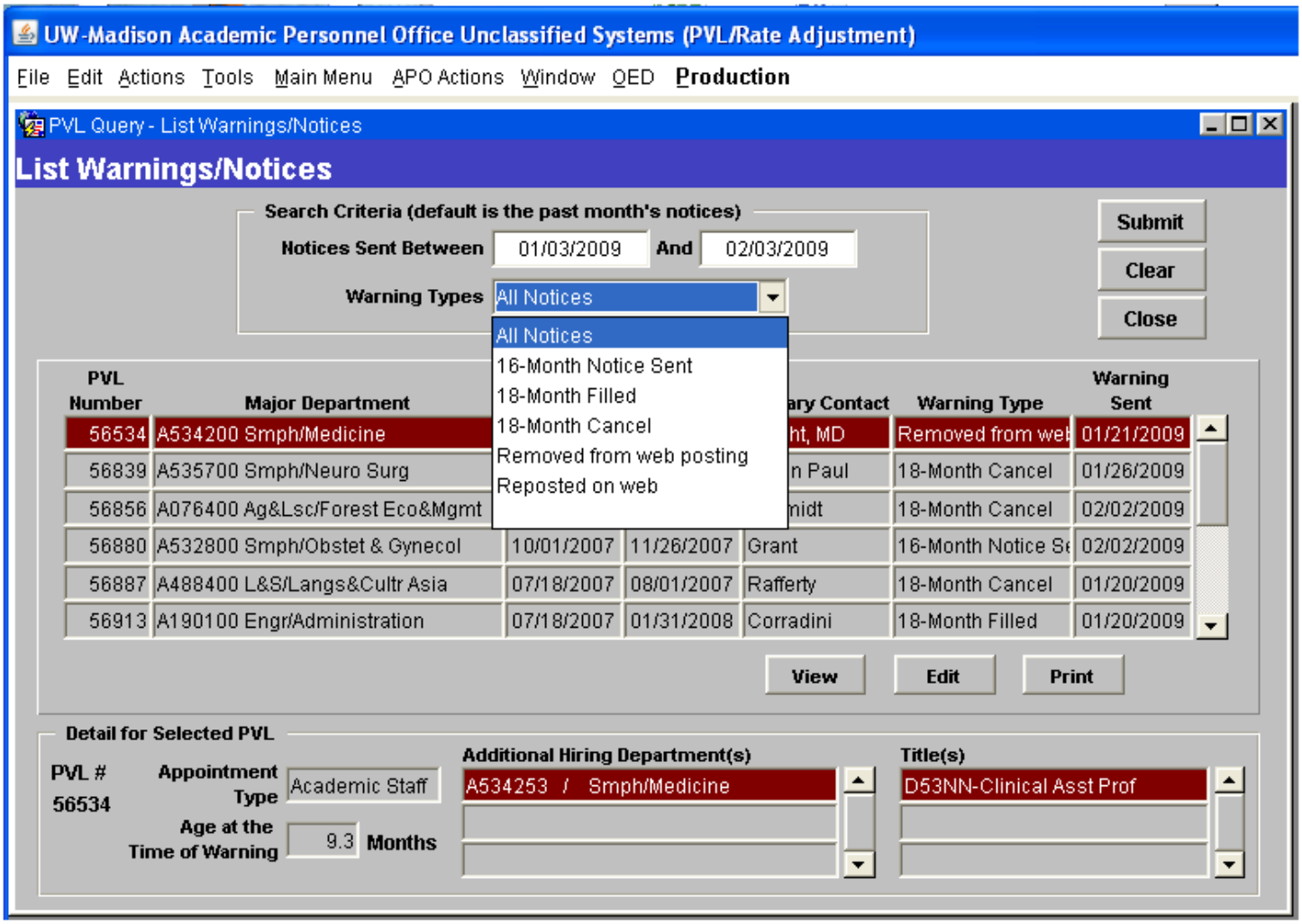
List Persons Hired Query



You can navigate to the PVL by pressing either the <View> or <Edit> button or you can choose to Print one of the PVL reports from this screen. Default results list sort is by PVL number descending. Modify the sort using the pull down and press the button <Re-Submit/Sort>.

a) Recruitment Numbers **or** **b) Appointment Begin Date**	a) Click on Recruitment Numbers when querying by a range of PVL numbers. b) Click on Appointment Begin Date when querying by a range of appointment begin dates.
From and To*	2a) When querying by PVL # provide the range of PVL in the FROM and TO fields. If a single PVL with a known PVL # is desired, enter only the From PVL Number. 2b) When querying by Appointment Begin Dates, enter the range of begin dates (MM DD YY).
UDDS	A full or partial UDDS code.
Appointment Type	**AS** = Academic Staff **FA** = Faculty **LI** = Limited Appointee BLANK will select all appointment type.
Major Department	**Yes** = Select all PVLs where the specified UDDS is the Major Department. **No** = Select all PVLs where the specified UDDS is the Appointment Department.

List Warning Notices



This screen displays a list of PVL system generated emails ('Notices') which have been sent out for the timeframe specified on the screen. The default is to show the most recent Notices, that is, for the last month. The user can modify the date criteria as needed and press the <Submit> button to view the results.

The screen default is to show All Notices for the past month; however, one can limit the results to a specific notice. For example, to see if a PVL was Cancelled by the PVL system recently, one can limit the Warning Type to 18-Month Cancel Notices.

There is a Detail box in the lower portion of the screen which displays some detail regarding the PVL highlighted above.

Press either the <View> or <Edit> button to navigate to the selected PVL.