Instructions for completing the Prevailing Wage Request form
Form ETA 9141.

I have pre-populated as much of the form as I can. Please complete the form, save it as a pdf and email it to mschnetz@ohr.wisc.edu as an attachment.

Remember: All the information on this form is what the minimum requirements for the job and NOT what your potential H-1B/E-3 or permanent resident applicant possesses.

Part A. Employment Based Visa Information
1. Leave as H-1B unless you are filing this request for an E-3 or PERM application. Please change the classification as appropriate.

Part B. Requestor Point of Contact Information
1-15. Leave it with Mary Schnetz’s contact information if you are filing an H-1B application. Please put Jennifer Taylor’s contact information on the form if you are filing this request for an E-3 or PERM (also known as Labor Certification).

Part C. Employer Information
1-13. Leave as is.

Part D. Job Offer Information

a. Job Description.
a.1. Job Title: Put the University’s office job title as it appears in the unclassified title guidelines.

a.2. Suggested SOC (ONET/OES) code. http://stats.bls.gov/soc/socguide.htm Use this link to provide suggestions to IFSS as to what the best, most appropriate code would be. If you think several codes are appropriate, please send all the suggestions to IFSS. On the link, scroll down to SOC Classification and Coding Structure. Then click the blue link that is most relevant to your field of study. And continue to click to find a specific title. Please call IFSS with questions.

a.2a. List the occupational title from the SOC that you deem most appropriate. Again, if more than one occupational title seems appropriate, please send all suggestions to IFSS.

a.3. Must be a whole number of hours. ie., 37.5 hours will not be acceptable.

a.3a. Must be the same every day (8am – 4pm, 9am – 5pm) The system does not accommodate a flex schedule.

a.4. Identify the supervisor by title (ie. Professor of Chemistry).
a.5. Supervising means managerial supervisory authority (signing timesheets, performing performance evaluations, etc.) In practice, few of our positions have actual supervisory responsibility.

a.5a. If actually supervising, please put the number of employees.

a.6. Job duties: Put what is on the position vacancy listing. Attachments are not acceptable to the DOL therefore do not state “See attached PVL.” If there is not PVL, then type several sentences in plain English to explain the job duties. Please avoid technical language if possible.

a.7. Traveling: This does not include traveling for conferences or to a different building for teaching or research. If you think travel is required for the job, please contact IFSS.

a.7a. See a.7 above.

a.8. Should always be no. If you think the answer is yes, please contact IFSS.

a.8a. See a.8 above.

b. **Minimum Job Requirements—These questions are identical to the form we used in the past; only the format has changed.**

b.1. Education. Must be the **minimum** for the position and not necessarily what the individual possesses. Look at the PVL or the unclassified title guidelines for assistance.

b.1a. Complete as appropriate with MD, JD, DVM.

b.1b. The field of study is **critical** in obtaining a determination. Please do not list the field of study your individual has; instead list the field or fields of study that are appropriate for the position. For example, chemistry, biochemistry or related field is an acceptable answer in this box.

b.2. Should always be no. If you think the answer is yes, please contact IFSS.

b.3. Training: Most of the University’s positions do not require training beyond the degree. Historically, the only positions that require training are those in the medical field. If you think the answer is yes, please contact IFSS.

b.3a. Answer as appropriate based on b.3. above

b.3b. Answer as appropriate based on b.3. above.
b.4. Experience: This refers to experience post degree. If the experience can be obtained as a student, then the answer is no.

b.4a. Answer as appropriate based on b.4. above.
b.4b. Answer as appropriate based on b.4. above.

b.5. Special requirements: Examples are a Wisconsin Medical License, Board Eligible or Board Certified. Most of the University’s positions do not have other special requirements. Contact IFSS if you have questions.

c. **Place of Employment**
c.1-6. Please list the mailing address and campus address where the individual will work.

c.7. Multiple worksites refers to different cities in Wisconsin and the United States.

c.7a. Answer as appropriate based on c.7. above.