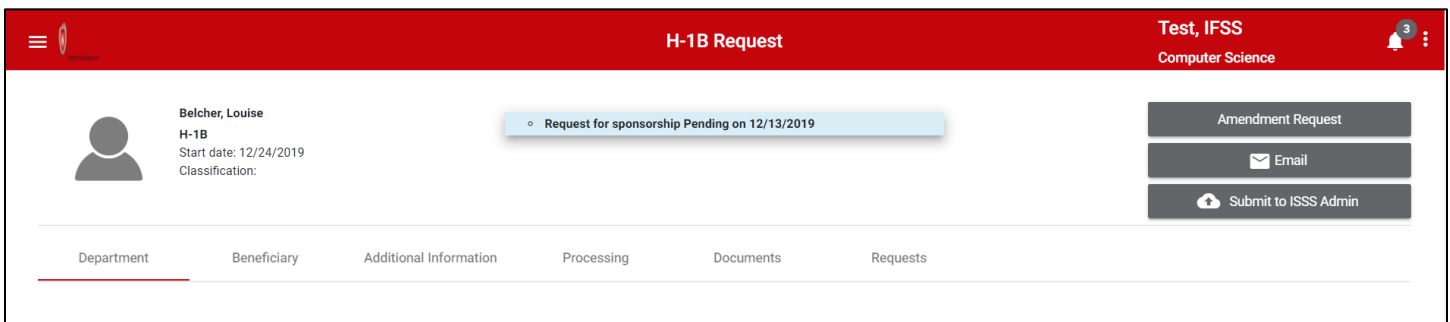


When and why would you do this?

- You NSR was approved for an H-1B.
- As soon as the NSR is approved you should complete the H-1B request.

Steps:

1. Login to the [Scholar Portal](#) (or navigate there from terradotta.wisc.edu)
2. On your dashboard, you'll see the following header:



The header remains common across all tabs, whether the petition is in the information-gathering stage or a USCIS decision has been recorded on the petition. The top right corner displays the name of the Department Admin (you). The Notification Bell is present and will generate from IFSS when information updates. Clicking on the three vertical dots in the top right corner of the page will allow you to securely log out.

Within a beneficiary's profile account, the thumbnail picture and scholar's information will remain on the top of the screen. Additionally, you can email either the ISSS Admin (which is IFSS) or Beneficiary directly from the portal.

Your view will include 6 tabs: Department, Beneficiary, Additional Information, Processing, Documents and Requests.

3. Fill out the **Department tab**. This tab contains information specific to the department, position, and employment site.

Information

- Proposed Start and End Dates – these are pre-filled using the dates provided in the original Sponsorship Request. You CANNOT modify these dates; they are for historical purposes. Therefore, they may not accurately reflect the start and end date attached to this specific application anymore. Please ignore these.
- Offered wage – for those already working for UW-Madison, the wage to list is their **current salary**
- Hiring Department (carries over from Sponsorship Request)
- Position Title – use the official work title but you may include the working title, too, if that helps. We know many UW jobs have titles that aren't truly representative of the work they are doing.
- Position Type – indicate Full-Time or Part-Time
- Position Description – if there is a PVL for this position (or PD, for our UW systems schools), you may simply put "See attached position description"

- Position Requirements– if there is a PVL for this position (or PD, for our UW systems schools), you may simply put “See attached position description”

Prevailing Wage (*HINT: if there is a formal PVL or PD for this position, simply copy and paste from there!*)

- Job Location Address – this is the primary campus worksite.
- Additional Job Locations – ask your scholar if they are, or will be working, at another location other than the UW campus work location. If they are, select “Yes” and a field will expand where you can list the address of all other worksites. Additional work sites even include working from home.
- Degree Requirement – indicate the degree level using the drop down.
- Field of Study – indicate which field(s) of study the degree should be in
- Related Field information – if the degree can be in a related field, select “Yes” and then let us know what fields are considered related.
- Post-degree experience information – this is true employment experience required; should not include work experience while pursuing the degree, nor should it include any formal “postdoctoral” training period.
- Postdoctoral training? – select Yes or No.
- Travel requirement information – this does not include travel for conferences or meetings or regular training
- Supervision of others information – rarely does any UW employee meet the true National Labor Relations Board of “supervising”. According to the NLRB, true supervisors have the authority to hire/fire, perform all disciplinary actions, sign timesheets, approved time off, etc. At a university, those functions are often decentralized. Also, this only includes supervision of permanent employees (therefore, student hourlies, grad students, LTEs, postdocs do not count since they are not considered permanent positions).

Actual Wage

- Names and Salary of those with the same job classification and job qualifications

How do you do the Actual Wage? You may need to work with a supervisor or HR on this (if you aren’t HR already).

1. Run a report of your employees in the exact same title in the operational unit (even same prefix). You define the operational unit (maybe it’s a lab, or a group of labs that do the same research; or maybe it’s a Division within in a Department).
2. Eliminate anyone whose job function is different than your H-1B employee’s job (for example, not all Research Specialists are the same; some do bench science while others are clinical research coordinators).
3. Now, look at the people. Is there a job-related reason you’re paying them higher or lower than your H-1B employee? For example, if your Research Specialist Joe has one more year of experience than your H-1B, it makes sense that you’re paying him more. Therefore, Joe is not comparable, and you can eliminate him from the actual wage comparison list. If your Research Specialist Jane has a special skill that no one else has, it would make sense that you’re paying her more for that skill. Therefore, Jane is not comparable, and you can eliminate her from the actual wage comparison list. Job related factors to take into consideration are education level, specialized skill set or knowledge, work experience, or other business-related factors. It helps to look at CVs when completing this step.
4. You should now be left with only those employees that are truly comparable to your H-1B employee (both in job and in qualifications). List the employee’s name/emplID and salary in TDS (when entering salary, do not enter a “\$” or comma. Example, if someone is paid \$50,000, just enter “50000”). Also, you do not enter your H-1B employee’s name in this section.
5. At this point, look at all the salaries of those you listed as comparable. Is your H-1B employee’s wage equal to or higher than the lowest salary in your list? If yes, great! The actual wage is ok. If not, ask yourself “Why am I paying my international worker less than everyone else?” That usually prompts some additional job-related reasons to come up. If you have questions, email your IFSS contact.

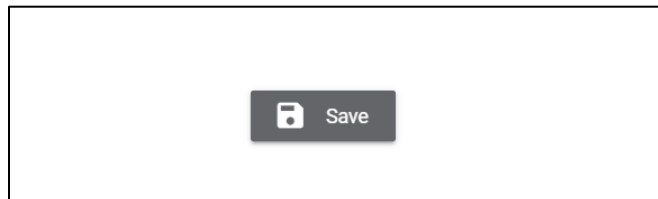
*If there are no employees who are comparable, select “No” and move on to the next section. It’s perfectly ok to have no comparable employees. In those cases, the actual wage determination ends up being what you are paying your H-1B employee.

This is one of the harder concepts of the H-1B process. If you have any questions, please contact your IFSS contact.

Export Control Information

- To gather the required information to complete this section, you must still use the paper Export Control form on the H-1B Toolkit for HR Professionals (under step 3). Departments can fill out the top portion of the form, but the questions must be answered by a Supervisor, Principal Investigator, or Department Chair.
- Make sure the form is completed prior to uploading please! If it isn’t, it will be rejected.
- Once the paper form is filled out and signed, answer the questions in the Department tab and then upload the Export Control Form into the Documents tab.
- This section is not required to Save. This will allow you time to gather this information while IFSS can at least start the prevailing wage determination using the information above.

Before moving to the next tab, click **Save**.



6. **Beneficiary tab** – this is for your scholar/employee to complete. If you notice it is not filled out, reach out to your employee to remind them to do that and make sure they receive our invitation email. Gmail accounts often filter the Terra Dotta emails to spam/junk.
7. Skip the **Additional Information tab**. This tab is customized by IFSS. At this time, we are not utilizing it for any information, other than it carries over the custom information you completed from the original New Sponsorship Request (so if this is an extension or amendment, there was no sponsorship request and the questions are blank; you do NOT need to fill them in).
8. Skip the **Processing tab**. IFSS will complete this tab.
9. **Documents tab**. This page is where you’ll upload important employer provided documentation such as appointment letters, position description, etc. For a list of required documents to upload, see our Hiring Unit Document Checklist at <https://terradotta.wisc.edu/?go=hiringunith1bchecklist>. Please only upload the documents required from the Department. Let your employee upload their own documents, as we often don’t know if the documents on file are the most up to date. Only the employee knows that.
10. Once you have completed all your tabs and the beneficiary has completed their part, click Submit to ISSS Admin.