

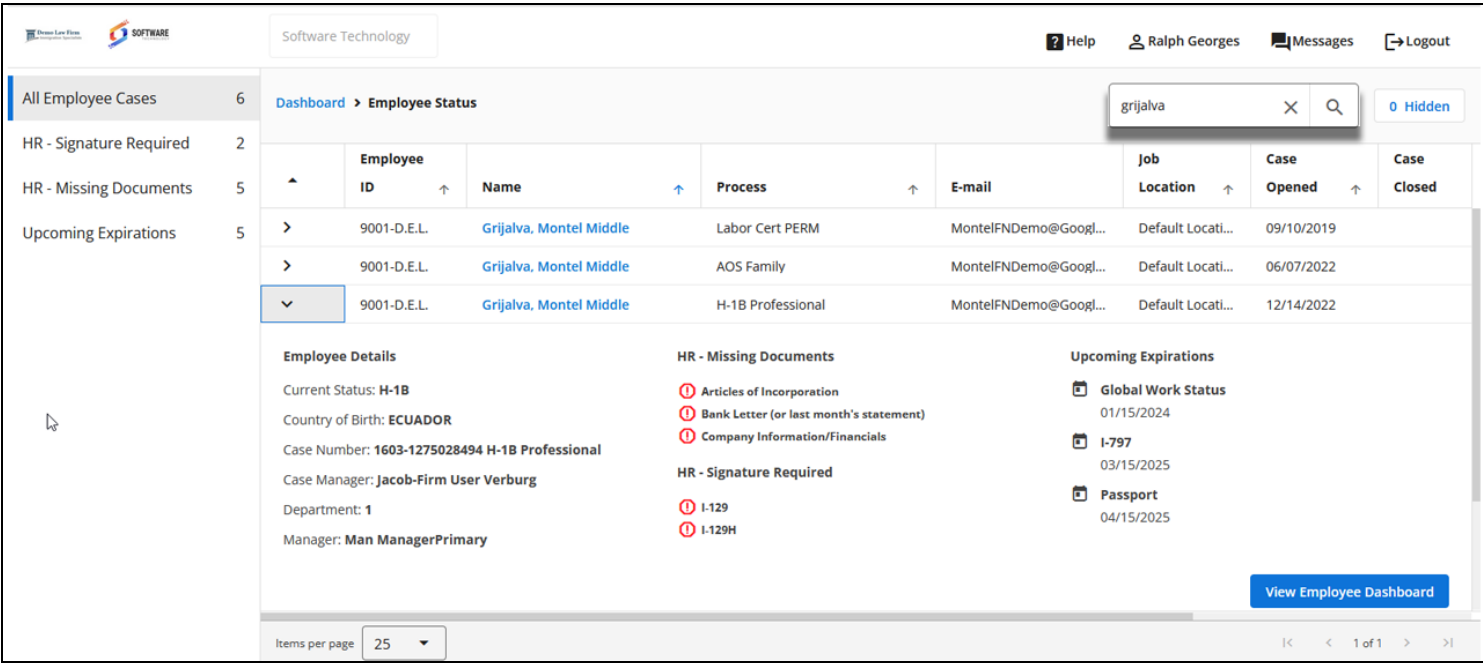
Employee Dashboard

A concise Employee and Case Summary Page

- Each active matter can be viewed alongside relevant employee, family and business information.
- Key points of information regarding the employee, the case in process and the business are accessible at a single glance

Accessing the Employee Dashboard

HR users access the Employee Dashboard page as part of the current workflow in the HR Portal. Starting from the **Employee Status** page, Searching for an Employee displays a listing of employees and all visible processes for the Employees.



Selecting either the **Employee Name** or the **View Employee Dashboard** button in any row, will take the User to the Employee Dashboard for the selected process.

Layout and function of the Employee Dashboard page

The Employee Dashboard summarizes Employee and case data on a single concise display. Each subsection of information is arranged into logical groupings on “Cards”.

Employee Information

Grijalva, Montel Middle
 Employee ID: 9001-D.E.L.
 Case Number: 1603-1275028494 H-1B Professional

Nationality: Ecuador & Argentina
 Country of Birth: ECUADOR
 Country of Citizenship: ECUADOR
 NIV Max Out Date: 08/01/2029

Country of Birth: ECUADOR
 Date of Birth: 04/15/1960
 Current Status: H-1B

Employee Email: MontelFNDemo@Google.com
 Employee Phone: 555-555-555
 Case Manager: Jacob-Firm User Verburg

[View HR Information](#)

Process: H-1B Professional

Job Description

Company: Software Technology
 Job Title: Design and Innovation Leadership
 Wages: \$123,450.00 Year
 Job Supervisor: Dr. Malcom Neutronium
 Job Location: Mountain Fortress/141 Peak Place, Aspen, Colorado

[View All Job Information](#)

Visa Priority

November 2023
 Visa Priority Date: 11/06/2020
 Final Action Date: Current
 Dates For Filing: Current
 Preference Category: Emp: 1st
 Final Action: Eligible (Not Changed)
 Dates For Filing: Eligible (Not Changed)

Upcoming Expirations

- Global Work Status: 01/15/2024
- I-797: 03/15/2025
- Passport: 04/15/2025

[View All](#)

Employee Dependents

Grijalva, Spouse

Relationship: Spouse
 Birth Country: Mexico
 Citizenship: Mexico & Ecuador
 Status: H-4

Grijalva, Myron

Relationship: Child
 Birth Country: ECUADOR
 Citizenship: ECUADOR

[View All Dependents](#)

Education History

Institution	Degree	Graduated
Kosmos	MS - Applied Physics	01/15/2005
Engineering School	M.C.S.	04/15/2003
Science Institute	B.S.E.	09/01/1999

Employment History

Employer	Job Name	Begin Date	End Date
Malcontents Science and Discovery	Lead Scientific Product Designer	04/15/2020	Present
AAA Travel Science Test*	Science Product Engineer	04/16/2014	04/16/2016
Science Product Factory	Head Designer of Scientific Products	03/15/2014	05/30/2019

[View All](#)

Forms for Review

Forms	Reviewed
I-129	<input type="checkbox"/>
I-129H	<input type="checkbox"/>

Shared Documents

- Questionnaire_1500526423.pdf
- I-765.pdf

Recent Activity

Activity	Date Completed	Receipt Number
LCA Filed	11/06/2023	
Ed Eval Received	10/25/2023	
Ed Eval Submitted	09/25/2023	

[View All Activity](#)

Required Documents

Document	Size	Date	Actions
Articles of Incorporation			Download
Bank Letter (or last month's statement)			Download
Customer Reported Issues (Jira) (1).csv	19.85 KB	09/13/2023	Download Refresh
Company Information/Financials			Download
Testfile.txt	4.12 KB	07/13/2023	Download Refresh

[View All Required Documents](#)

Employee Submitted Document(s)

Document	Date Uploaded
Beneficiary's Passport ID Page	
Detailed Resume	10/11/2022
Diplomas or Degrees	09/13/2023

[View All Documents](#)

Submitted Questionnaire(s)

11/01/2023

- Personal Information
- Parent 1
- Parent 2
- Your Current Spouse
- Information About Your Children


[View All Questionnaires](#)

Explanation of the individual Sections of the Employee Dashboard

The **Employee Card** surfaces important data points about the Employee including:

- Name
- Case Number and Process Type
- Employee ID (If entered)
- DOB and Nationality Information
- Current Status & NIV Max Out date

[Dashboard](#) > [Employee Status](#) > **Grijalva, Montel Middle**



Grijalva, Montel Middle

Employee ID: **9001-D.E.L.**


Case Number: 1603-1275028494 H-1B Professional

Nationality: Ecuador & Argentina	Country of Birth: ECUADOR	Employee Email: MontelFNDemo@Google.com
Country of Citizenship: ECUADOR	Date of Birth: 04/15/1960	Employee Phone: 555-555-555
NIV Max Out Date: 08/01/2029	Current Status: H-1B	Case Manager: Jacob-Firm User Verburg

[View HR Information](#)

If additional information is available, the **View HR Information** Button will open a secondary card with an expanded set of information about the employee.

[Dashboard](#) > [Employee Status](#) > **Grijalva, Montel Middle**



Grijalva, Montel Middle

Employee ID: **9001-D.E.L.**

Case Number: 1603-1275028494 H-1B Professional

Nationality: Ecuador & Argentina	Country of Birth: ECUADOR	Employee Email: MontelFNDemo@Google.com
Country of Citizenship: ECUADOR	Date of Birth: 04/15/1960	Employee Phone: 555-555-555
NIV Max Out Date: 08/01/2029	Current Status: H-1B	Case Manager: Jacob-Firm User Verburg

[View HR Information](#)

HR Information

Client Address:	Grijalva, Montel Middle 1625 North Central Ave 123 Phoenix, Kabul 85004 UNITED STATES OF AMERICA
Foreign Address:	666 Red Square Moscow, Russia
Home Phone:	(555) 555-555
Department:	Production
Department/Group:	1
Department Number:	22
Salary:	\$123,450.00 Year
Manager:	Katherine Reed
Manager E-Mail:	manager@email.com
Process Cost Center:	801
Client Billing Code:	55-123

The **Process selection** dropdown will permit navigation between open matters in place for the employee. Relevant information from the various cards will update based on the selected process type.

[Dashboard](#) > [Employee Status](#) > **Grijalva, Montel Middle**



Grijalva, Montel Middle

Case Number: 1603-1275028494 H-1B Professional

Employee ID: **9001-D.E.L.**

Nationality:
Ecuador & Argentina

Country of Birth:
ECUADOR

Employee Email:
MontelFNDemo@Google.com

Country of Citizenship:
ECUADOR

Date of Birth:
04/15/1960

Employee Phone:
555-555-555

NIV Max Out Date:
08/01/2029

Current Status:
H-1B

Case Manager:
Jacob-Firm User Verburg

[View HR Information](#)

Process

H-1B Professional * ▾



Open Processes

H-1B Professional *

Labor Cert PERM

The **Job Description** card will display a summary of information about the position for the employee. Using the **View all Job Information** button will open a secondary card with additional information about the position.

The image shows a web interface with a 'Process' dropdown menu set to 'H-1B Professional *'. Below it is a 'Job Description' card with the following details:

- Company:** Software Technology
- Job Title:** Design and Innovation Leadership
- Wages:** \$123,450.00 Year
- Job Supervisor:** Dr. Malcom Neutronium
- Job Location:** Mountain Fortress/141 Peak Place, Aspen, Colorado

A 'View All Job Information' button is located to the right of the Job Description card. Clicking this button opens a secondary card with the following detailed information:

- Company:** Software Technology
- Job Title:** Design and Innovation Leadership
- Wages:** \$123,450.00 Year
- Job Supervisor:** Dr. Malcom Neutronium
- Job Location:** Mountain Fortress/141 Peak Place, Aspen, Colorado
- Manager:** Katherine Reed
- Manager Id:** 901
- Manager e-mail:** manager@email.com
- Department:** Production
- Department Number:** 22
- Department Group:** 1

The **Visa Priority** card displays visa bulletin information being tracked by the firm for the employee. The latest monthly Visa bulletin information will be displayed with the employee's Priority date, and preference Category.

Alongside the Visa Priority card is the **Upcoming Expirations** card. This card will display any upcoming expirations tracked by the firm. The expirations will display the most immediate expiration types first followed by future expiration dates listed in date order. Clicking on **View all** gives an overview of all expiration dates being tracked for the employee.

Visa Priority

November 2023

Visa Priority Date: 11/06/2020

Final Action Date: Current

Dates For Filing: Current

Preference Category: Emp: 1st


Final Action: Eligible (Not Changed)

Dates For Filing: Eligible (Not Changed)

Upcoming Expirations

 **Global Work Status**

01/15/2024

 **I-797**

03/15/2025

 **Passport**

04/15/2025

[View All](#)

The **Employee Dependents** card displays a subset of information regarding the Employees dependents. Clicking on the “View All Dependents” card will open a secondary page to show a full list of the employee’s dependents.

Employee Dependents

Grijalva, Spouse

Relationship:	Spouse
Birth Country:	Mexico
Citizenship:	Mexico & Ecuador
Status:	H-4

Grijalva, Myron

Relationship:	Child
Birth Country:	ECUADOR
Citizenship:	ECUADOR

[View All Dependents](#)

The **Education History** card displays information regarding the employees educational history as collected by the Firm. The records will display in a “most recent first” order. If the employee has education records that extend beyond the three most recent, a “**View All**” button will appear to allow access to an extended page listing all of the education records collected.

Education History

Institution	Degree	Graduated
Kosmos	MS - Applied Physics	01/15/2005
Engineering School	M.C.S.	04/15/2003
Science Institute	B.S.E.	09/01/1999

The **Employment History** card displays information regarding the employees employment history as collected by the Firm. The records will display the three “most recent” records first. If the employee has employment records that extend beyond the three most recent, a **“View All”** button will appear to enable access to an extended page listing all of the employment records collected.

The screenshot shows a user profile for Grijalva, Myron. The Employment History card is displayed, showing a table of records:

Employer	Job Name	Begin Date	End Date
Science and Discovery	Lead Scientific Product Designer	04/15/2022	Present
AAA Travel Science	Science Product Engineer	07/01/2021	07/01/2022
Science Product Factory	Head Designer of Scientific Products	06/01/2019	06/01/2021
MinChem Industries	Chemical Product Designer	04/15/2013	05/30/2019

A 'View All' button is located at the bottom of the card.

Forms for Review presents a listing of forms prepared by the firm for review by the HR user. Forms may be downloaded by the HR user and marked as “Reviewed” to indicate that they have “Reviewed” the form.

The **Shared Documents** card provides a location for sharing of various documents relevant to the selected immigration process. Documents enabled for sharing by the firm may be downloaded from this card.

The screenshot displays two cards:

Forms for Review

Forms	Reviewed	
I-129	<input type="checkbox"/>	↓
I-129H	<input type="checkbox"/>	↓

Shared Documents

- Questionnaire_1500526423.pdf ↓
- i-765.pdf ↓

The **Recent Activity** card will display the most recent activities and their completion dates. Any receipts attached to the Activity will also display and provide a means for checking case status. The display for the primary card will show the three most recent activities. Clicking on **“View All Activity”** will display a full view of activities related to the selected process.

Recent Activity

Activity	Date Completed	Receipt Number
LCA Filed	11/06/2023	
Ed Eval Received	10/25/2023	
Ed Eval Submitted	09/25/2023	

[View All Activity](#)

Recent Activity

Activity	Date Completed	Receipt Number
Receipt Date	11/16/2023	WAC2212345678 Copy Receipt Number and go to Lookup
LCA Filed	11/06/2023	
Ed Eval Received	10/25/2023	
Ed Eval Submitted	09/25/2023	
Prevailing Wage Received	08/25/2023	
Prevailing Wage Submitted	07/25/2023	
All Petitioning Company Docs Received	06/25/2023	
All FN Docs Received	05/25/2023	
All Petitioning Company Info Received	04/25/2023	
FN Questionnaires Completed	03/25/2023	

Checking Case Status:








A shortcut to check the latest status regarding a receipt (USCIS) is provided for receipts entered into the Activities page. Clicking on the **“Copy Receipt Number and go to lookup”** button will copy the Receipt number into clipboard and automatically open the USCIS **“Case Status Online”** page. Right click in the Receipt number field and Paste the receipt number into the field. Click on **Check Status** to get the latest status information from USCIS.

Recent Activity

Activity	Date Completed	Receipt Number
Receipt Date	11/16/2023	WAC2212345678 Copy Receipt Number and go to Lookup

The screenshot shows the USCIS Case Status Online interface. At the top, there's a navigation bar with 'U.S. Citizenship and Immigration Services' logo and various menu items like 'Topics', 'Forms', 'Newsroom', etc. The main content area is titled 'Case Status Online' and 'Check Case Status'. Below the title, there's a paragraph of instructions: 'Use this tool to track the status of an immigration application, petition, or request. The receipt number is a unique 13-character identifier that consists of three letters and 10 numbers. Omit dashes (“-”) when entering a receipt number. However, you can include all other characters, including asterisks (“*”), if they are listed on your notice as part of the receipt number. When a receipt number is entered, the check status button will be enabled and you can check the status.' Below this, there's a text input field containing 'WAC2212345678' and a blue 'Check Status' button. A context menu is open over the input field, showing standard editing options like 'Copy', 'Paste', 'Select all', etc. At the bottom left, there's a link for 'DHS PRIVACY NOTICE'.

Required Documents provides a listing of the documents needed by the law firm to complete the selected process. Documents may be uploaded directly from this page and downloaded as necessary. Users are able to add supplementary documents and may replace previously uploaded documents with a new version using the provided icons. **“View all Required Documents”** will provide an expanded listing of all required documents.

Required Documents				
Document				
Articles of Incorporation				
Bank Letter (or last month's statement)				
Copy of Bank Letter.docx	11.59 KB	11/14/2023	 	
Company Information/Financials				
Company Financials.docx	11.59 KB	11/14/2023	 	

[View All Required Documents](#)

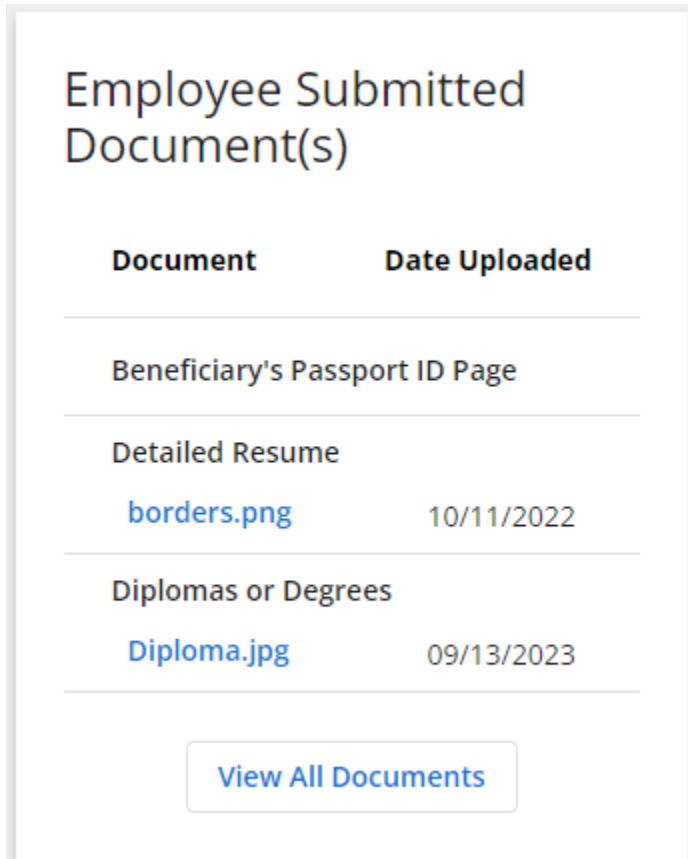
Explanation of the **Required Documents** Icons:



- **Upload** enables the adding of **Required documents** via the document upload screen
- **Download** provides the ability to download the selected documents
- **Replace file** will allow the uploading of a new document in place of a previously uploaded **Required document**
 - *(Please note- replaced documents will be removed from view but maintained within the system for management by the Firm).*
- **Add Supplementary Document** will permit the uploading of supporting documents to a previously uploaded **Required Document**

Employee Submitted Documents and the **Submitted Questionnaire(s)** view provides the HR with insight into information submitted by the employee in support of the selected process.

Clicking on Employee submitted **Document Names** will provide the user with the ability to download the selected document. The default listing will show the document listing in the firm defined listing order. Selecting “**View All Documents**” will open an expanded listing.



The screenshot displays a web interface titled "Employee Submitted Document(s)". It features a table with two columns: "Document" and "Date Uploaded". The table is divided into sections by horizontal lines. The first section is titled "Beneficiary's Passport ID Page". The second section is titled "Detailed Resume" and contains one entry: "borders.png" with a date of "10/11/2022". The third section is titled "Diplomas or Degrees" and contains one entry: "Diploma.jpg" with a date of "09/13/2023". Below the table is a button labeled "View All Documents".

Document	Date Uploaded
Beneficiary's Passport ID Page	
Detailed Resume	
borders.png	10/11/2022
Diplomas or Degrees	
Diploma.jpg	09/13/2023

[View All Documents](#)

Clicking on the **Submitted Questionnaire** title will enable the viewing of information submitted by the employee as part of their completed **Questionnaire** submission. This information will display in a new window.

Submitted Questionnaire(s)

11/01/2023

[Personal Information](#)

[Parent 1](#)

[Parent 2](#)

[Your Current Spouse](#)

[Information About Your Children](#)

[View All Questionnaires](#)

[Dashboard](#) > [Employee Status](#) > [Grijalva, Montel Middle](#) > **Personal Information Questionnaire**

Information About You

Family Name(s): Grijalva

First Name: Montel

Middle Name(s): Middle

Gender: Male

Marital Status

Nationality & Birth

Date of Birth (mm/dd/year): 04/15/1960

City or Town of Birth: Jablinska

Country of Birth: ECUADOR

Birth State/Province: Kreblinsky

Nationality(ies): Ecuador & Argentina

Country(ies) of Citizenship: ECUADOR

More Information About You

A-Number (if any): 123456789

Current Visa or Immigration Status: H-1B

Date Status Expires (mm/dd/yyyy): 04/15/2025