



Immigration Case Management (ICM) ETA-9089 PERM Workspace & E-File: FAQ

General Overview

What is the PERM Workspace?

The workspace is designed to help capture and organize the data required for PERM applications, structuring complex employer and foreign worker data into the specific modules mandated by the Department of Labor (DOL).

How does the Workspace improve data entry?

It features **Smart Data Integration**, which pulls existing records (like a Foreign National's employment history) directly into the filing. Users can drag and drop these records into the relevant appendices, significantly reducing manual typing.

Features & Functionality

Does the Workspace look like the actual government form?

Yes. The interface is a digital representation of [Form ETA-9089](#). This alignment helps ensure that the data structure and logic match Department of Labor (DOL) requirements, making navigation easier to understand.

How does the system handle errors?

The Workspace includes **Built-in Error Validation**. It helps flag missing fields or formatting inconsistencies (like incorrect phone number lengths) in real time.

Can I file the form directly from the system?

Yes. The system includes **Integrated E-Filing**. Once your data is validated, you can use the Equifax E-File (Chrome) Extension to electronically file the form directly from ICM to the DOL. [See E-Filing Procedures](#)

Navigation & Controls

What do the different color-coded indicators mean in the Workspace?

- **Red Text:** Indicates possible field-level validation errors, such as a phone number being too long.
- **Red Warning:** Blank mandatory fields will trigger a "Please complete this mandatory field" alert.
- **Green Checkmark:** Indicates that a section is unnecessary or complete due to earlier responses. (This emulates the [DOL PERM Efile](#) site.)

What do the primary action buttons do?

- **Update Info:** Saves your current progress in the active section without leaving the page.
- **Update and Return:** Saves all entries across the entire Workspace and returns you to the main forms list.
- **Cancel:** Exits the Workspace. **Warning:** Using this button will discard unsaved changes from your current session.

What do the different form indicators mean?

- **Asterisk (*):** Indicates a field is mandatory for e-filing.
- **Question Mark (?):** Provides helpful instructions and DOL requirements for that specific field.
- **Green Checkmark:** Confirms a section is complete.
- **Red Text/Alerts:** Indicate possible validation errors or missing mandatory information.

Data Entry & Validations

Are there specific character limits for FEIN fields?

Yes, throughout the electronic form. For example, the Employer FEIN (Section A.12) and the Law Firm/Business FEIN (Section C.16) are both strictly limited to 10 characters.

How should the "Number of Employees" (Section A.14) be formatted?

You must enter raw integers only. Commas are not allowed (e.g., enter 1000 instead of 1,000).

Which sections of the worksheet are for drafting purposes only and will not submit to the PERM system?

Section 6 (Job Opportunity and Wage Details) and Appendix B (Additional Worksites) are for drafting purposes only. The Foreign Labor Application Gateway (FLAG) system automatically populates this data from the approved [Form ETA-9141](#). Notification is provided in the workspace when this is applicable.

How does the system handle "extra" records for education or experience?

Users are able to select which records they wish to send as part of their final PERM submission. Records not selected for electronic submission remain in the foreign national database. When viewed as a draft form ETA-9089 records entered into the "Employment Library" that exceed the

available form fields, will be moved to an addendum and remain available for electronic submission.

Regulatory & Troubleshooting

Does a green checkmark mean my application is legally sufficient?

No. Indicators and validation logic are designed to assist with mandatory field completion. They **do not constitute a legal review** or a guarantee of DOL approval. An internal legal review is always necessary before submission.

Why is a section marked "Complete" even though I didn't enter anything?

The Workspace uses conditional logic. For certain sections (like Appendix D), the system may automatically mark it as complete if the data isn't required based on the specific occupation you selected.

What are some examples of troubleshooting persistent red validation errors while preparing the ETA-9089?

1. Check Specific Field Constraints

The workspace applies strict PERM validation rules to help ensure the data fits the Department of Labor's (DOL) schema.

- Phone Numbers: Ensure all phone numbers, including the Attorney/Agent's (C.12), are shortened to a maximum of 11 characters.
- FEINs: Verify that both the Employer FEIN (A.12) and the Law Firm FEIN (C.16) are exactly 10 characters.
- Numeric Fields: Remove all commas or special characters from the "Number of Employees" (A.14); it must be a raw integer.

2. Resolve Mandatory Field Alerts

- Locate the Red Text: Look for the specific warning "Please complete this mandatory field."
- Check for Asterisks: Ensure every field marked with an asterisk (*) is filled, as these are required for electronic filing.
- Use Field Hints: Click the "?" buttons next to fields to view helpful instructions derived directly from the PERM system.

3. Address Section-Level Issues

- Identify Incomplete Sections: Check the left-hand navigation sidebar. A section is only considered finished when it displays a green checkmark.
- Verify Conditional Logic: If a section like Appendix D is marked "Complete" but you haven't entered data, read the on-screen message. The UI logic may have determined the section is not required based on your "Occupation Type" selection.
- Check Appendix Triggers: If Appendix C is showing errors, ensure you have provided the necessary explanations required by your "Yes" answers in Section G.

4. Save and Refresh

- Update Info: Use the "Update Info" button to save progress in your active section without exiting, which can sometimes refresh the validation status of the fields.
- Draft Review: If errors persist, transition to the "Draft" version of the ETA-9089 within the workspace to see how the data is being mapped.

In all cases, the ICM Efile procedure is enabled while the User is accessing the DOL PERM site, minor adjustments or changes can be made live during the Efile submission process.

E-Filing Procedures

How do I download the Equifax E-File (Chrome) Extension?

The Equifax E-File Extension is available for download in the [Chrome Web Store](#).

How does the Equifax E-File Extension handle my data?

- **Data Retrieval:**

Once you are on the FLAG "PERM Form ETA-9089" tab, the extension pulls the saved data directly from your ICM worksheet when you click "Load from ICM."
- **Identity Matching:**

The extension performs a Critical Verification step where it displays the foreign worker's name (Last, First, Middle); you must ensure this matches the ICM record exactly before proceeding to prevent filing against the wrong profile.
- **On-the-Fly Adjustments:**

While the worksheet has strict validation rules, the extension allows you to make minor adjustments during the filing process if the FLAG site requirements differ slightly from the drafted data.
- **Automated Population:**

When you click "Open FLAG Site," the extension transmits the data to the official form, populating the fields from the extension based on the DOL's specific schema.
- **Addendum Management:**

For users with extensive histories, the extension handles records that exceed the workspace's "primary record" limits (such as a 6th degree or 4th experience record) by making them available as part of the electronic submission addendum.

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.