

WAGE DETERMINATION WORK SHEET

This worksheet must be completed by the hiring department. This will be kept in OIPS as part of the required Department of Labor Public Inspection File.

1. Title of position offered to alien: _____

2. Number of other employees in department with this title: _____

3. Total number of other so-titled employees who have similar duties and responsibilities and who have similar education, qualifications and experience for the specific employment:

4. Salary of prospective employee: \$_____ per _____

5. Please describe in detail the system used by your department to determine the salary paid to the individual for whom you are requesting H-1B status. Factors to take into consideration may include length, type and breadth of experience, level of skills and specialized knowledge, level/subject area of advanced degrees, job responsibility and function.

If your department follows a particular written GMU or state salary schedule or guideline in establishing employee wage rates, please also attach a copy of that schedule.

If your department or institute uses a separate salary schedule, such as NIH Salary Scale, please attach the schedule.

6. Year That Wage Scale was Published _____

(Signature)

Date

Title and Department