

H-1B REQUEST FORM – (Hiring Department)

H-1B Departmental Request Form - Actual Wage Worksheet

This section must be completed by the hiring unit

Federal law requires U.S. employers to document that H-1B employees will not be paid less than the “actual wage” paid to other similarly situated employees at UNLV. This means employees “with similar experience and qualifications for the specific employment in question.” Please contact OISS with any questions on how to complete this worksheet.

- Begin the comparison with individuals holding the same title and doing comparable work to what the H-1B employee will be doing
- If there are no others with the same title in the hiring unit/department, compare the H-1B employee’s position with other positions having similar duties.
- The rationale for arriving at the salary for each employee should be clear – total experience, qualifications, education, job responsibilities and functions, and other legitimate business factors may be considered (*note: limited funding is NOT a legitimate factor for determining actual wage rate*)
- **You do NOT have to provide the other employees’ names. - just job title, qualifications, and salary**

H-1B Position Information:

Job title:	Proposed Annual salary:
Range of salaries paid to the <i>similarly situated employees</i> identified below is from _____ to _____	

Comparable UNLV Positions & Salary Information:

H-1B employee:	Employee Title:	Annual Salary:	Highest Degree:	Field of Study:	Year Degree Earned:	Factors that Justify Wage Difference:
<i>Example comp.</i>	<i>Assistant Professor I</i>	<i>\$70,000</i>	<i>PhD</i>	<i>Educational psychology</i>	<i>2015</i>	<i>Has 4 years’ more experience as professor. Holds advanced clinical licensures</i>
<i>Comp. 1</i>						
<i>Comp. 2</i>						
<i>Comp. 3</i>						
<i>If there are salary discrepancies, you must provide an explanation. You may also provide additional salary comparisons other explanatory notes here, or attach an addendum:</i>						

The hiring unit understands and agrees that:

- The above information is true and correct to the best of my knowledge. The salary offered is within the range of actual wages paid to all employees working in the appointing unit whose experience, qualifications, education, specialized knowledge, responsibilities and duties are similar to those of the H-1B beneficiary, and I am able to explain the means by which the beneficiary’s wage was decided upon.
- The employment of the H-1B worker will not adversely affect the working conditions of workers similarly employed in the area of intended employment
- I certify that the beneficiary will receive benefits on the same basis, and in accordance with the same criteria, as the appointing unit offers to employees who are U.S. citizens.
- I understand that the hiring unit (not OISS) will be responsible for payment of any required back-wages, penalties, etc. in the event that DOL determines that the wage rate requirements for H-1B employment were not adequately satisfied.

(Hiring supervisor) Name:	Signature:	Date:
(Chairperson/Director – if other than above) Name:	Signature:	Date: