The purpose of this document is to report in writing the wage rates of those individuals at the College or Department in question holding the same position title as the H-1B worker in question and that are getting paid the same as or higher rate than the H-1B worker in question. This worksheet may be made available to the U.S. Department of Labor and the Citizenship and Immigration Services at the U.S. Department of Human Resources.

List the names of the employees holding the position title in question, and their annual salaries and hours worked per week. If the salary of a named employee is higher than that offered to the H-1B worker in question, provide detailed explanation that justifies the higher salary based on the following criteria:

* Experience (length, depth, or type)
* Qualifications
* Educational background
* Position responsibility and function
* Specialized knowledge or research field
* Other legitimate business factors

\*Note that limited grant or departmental funding, or market conditions, cannot be used to justify paying the H-1B worker a lower salary.

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**Department or College Name:**

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|  |

**Position Title:**

|  |  |  |
| --- | --- | --- |
|  |  | Check this box if there is no other employee holding this position title besides the H-1B worker |
|  |  | Check this box if nobody holding this position title is earning the same as or higher than the H-1B worker |

**Required Work Experience (check each item that applies and complete each applicable blank):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** | **Annual Salary** | **Hours per week** | **Explanation of Higher Salary** |
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|  |  |  |
| **Department Business Manager** | **Signature** | **Date** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Department Head’s Name** | **Signature** | **Date** |