

**ACTUAL WAGE FORM**

The regulations provide that the employer shall retain documentation specifying the basis it used to establish the actual wage, i.e., how the wages for the H-1B worker relate to the wages paid other individuals with similar experience and qualifications for the specific employment at the place of employment. Please complete this form and return it to ISSS so we can have this information on file.

- A. Department/Institute \_\_\_\_\_
- B. Applicant's name \_\_\_\_\_
- C. Applicant's title \_\_\_\_\_
- D. Applicant's salary \_\_\_\_\_
- E. Salary range of individuals in department, lab, or institute with the same job title and similar qualifications as applicant: from \$\_\_\_\_\_ per year to \$\_\_\_\_\_ per year; or a salary offered to applicant if there are no other similarly-situated employees \$\_\_\_\_\_
- F. Which of the following factors were considered in determining the applicant's salary? Please check all that apply.
  - Degree(s) earned
  - Area of specialization
  - Previous work experience
  - Comparable rates of pay at similar institutions
  - Salary is determined by funding source (grant, etc.)
- G. Please explain any other factors used to determine the applicant's salary.

I hereby certify that the salary listed above is equal to or greater than the salary being paid similarly-situated employees in the unit. If there is more than one wage paid, I am able to explain the reason(s) for this differential in wage rates. If required to do so, I am able to provide documentation that will include the names and payroll records of similarly-situated employees to verify these statements for the Department of Labor.

\_\_\_\_\_  
Signature of hiring authority

\_\_\_\_\_  
Date