



Temple University must pay the H-1B/E-3 beneficiary the "required wage rate." Temple must determine and document its *actual wage rate* and determine and document the *prevailing wage rate* in the area of intended employment, then pay the higher of the two. **20 C.F.R. § 655.731(a)** The Actual Wage Rate is determined by the Temple University (HR, OPA, School/College, etc). The Prevailing Wage Rate is determined by the US Department of Labor.

The following information, per Department of Labor (DOL) regulation, must be available for public examination. **This worksheet will be made available to the Department of Labor and the US Citizenship and Immigration Services in inspection folders.**

Email this completed form to sharon.loughran@temple.edu
Questions? Call Sharon Loughran at 215-204-3805 (Direct)

Information Regarding Hiring Department

1. Name of Person Completing This Form
2. Your email address
3. Today's Date
4. Department Name
5. School/Division

Information Regarding Applicant

6. Applicant's Name
7. Applicant's TU ID#
8. Highest Degree Applicant Holds
9. In which field is this degree?
10. Applicant's # Years of Experience
11. Applicant's Current Immigration Status

If Applicant has Optional Practical Training (F-1) work authorization, please email a copy of the Employment Authorization Document (EAD) to sharon.loughran@temple.edu through **SECURE EMAIL**.

Information Regarding the Position

12. Date the impending H-1B/E-3 Petition should begin
13. Applicant's Job Title as of the Start Date we will list in the H-1B petition
14. Annual F/T Salary as of H-1B Start Date
15. Position Is
 Full Time Part Time If P/T, # of hours per week
16. Will applicant have authority to hire and fire full time employees? Yes No
17. Minimum Education Requirement
 Bachelor's Master's First Professional (MD, DMD) PhD
18. How many years of experience does this position require?
19. Does this position require a certificate, license, or special skills? Yes No
If yes, please specify:
20. Is position covered by a union? Yes No
If yes, which union?
21. How was salary determined?
 T scale
 NIH Guidelines (Postdoctoral Fellow Research Associates Only)
 Department Evaluation
 Other
22. Level of this position (i.e. T26, V14)
23. Will applicant have same benefits as similarly situated employees? Yes No

Proceed to the Next Section



Comparing Similarly-Employed Workers' salaries to Applicant's salary as of the LCA Start Date

Below list all employees in the department that hold the same job title the applicant will hold as of the H-1B / E-3 Start date. Use an additional sheet if necessary.

Limited grant or department funding, a lower negotiated salary or market conditions cannot be used to justify paying the applicant a lower salary.

Use the same criteria for all employees, including how you calculate experience.

Unacceptable Reasons that Another Employee Is Paid More than H-1B / E-3 Applicant:

- Salary compression/inversion (person recently hired earns more than someone who's worked at TU longer)
- TU salary freeze (past or present) resulted in different pay
- Funded by different grant (salary limitations of a grant do not count)
- Department had more money when it hired another employee
- Different area of research
- Another employee demanded a higher salary or applicant is willing to work for less money
- Applicant would be paid less if s/he was in home country
- Another employee is paid more due to abilities or qualifications irrelevant to the position

Check this box if there are no other employees in the department that hold the same job title as the H-1B / E-3 Applicant

Do Not Indicate Any Employee's Names Below
Add Additional Pages if you have more than 4 similarly-employed employees

Similarly-Employed Employee #1

TU ID# Annual Salary \$ # Years of Experience

Does/Will this employee earn more than the applicant? Yes No If "Yes", why?

- Employee has more relevant work experience
- Employee has higher educational credentials
- Employee works more hours (Explain below)
- Employee has specialized knowledge relevant to the job (Explain below)
- Employee performs more duties or has more responsibility (Explain below)

Similarly-Employed Employee #2

TU ID# Annual Salary \$ # Years of Experience

Does/Will this employee earn more than the applicant? Yes No If "Yes", why?

- Employee has more relevant work experience
- Employee has higher educational credentials
- Employee works more hours (Explain below)
- Employee has specialized knowledge relevant to the job (Explain below)
- Employee performs more duties or has more responsibility (Explain below)

Similarly-Employed Employee #3

TU ID# Annual Salary \$ # Years of Experience

Does/Will this employee earn more than the applicant? Yes No If "Yes", why?

- Employee has more relevant work experience
- Employee has higher educational credentials
- Employee works more hours (Explain below)
- Employee has specialized knowledge relevant to the job (Explain below)
- Employee performs more duties or has more responsibility (Explain below)

Similarly-Employed Employee #4

TU ID# Annual Salary \$ # Years of Experience

Does/Will this employee earn more than the applicant? Yes No If "Yes", why?

- Employee has more relevant work experience
- Employee has higher educational credentials
- Employee works more hours (Explain below)
- Employee has specialized knowledge relevant to the job (Explain below)
- Employee performs more duties or has more responsibility (Explain below)