



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. You must keep a copy of this form with salary information of similarly employed individuals. [Ref: 20 C.F.R. S 655.731 (b)(2), 655.731 (a)(1), and 655.760 (a)(3)] **This worksheet will be made available to the Department of Labor and the US Citizenship and Immigration Services in inspection folders.**

Information Regarding Hiring Department			
Department Name			
School/Division			
Information Regarding Applicant			
Applicant's First Name		Family Name	
TU ID #		DestinyOne #	
Position the Applicant Will Hold as of the Requested Start Date			
Job Title of Applicant as of Requested Start Date			
Requested Start Date			
Annual Full Time Salary Applicant will earn as of the Requested Start Date			
Is Position <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time? If P/T, # of hours Per Week			
Will applicant have authority to hire and fire full time employees? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Minimum Education Requirement (Job must require at least a Bachelor's <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> MD <input type="checkbox"/> DMD/DDS <input type="checkbox"/> PhD <input type="checkbox"/> Other <input type="text"/>			
Highest Degree Applicant Holds		In which field is this degree?	
# Years Related Experience Required		Applicant's # Years of Experience	
Does this position require a certificate, license, or special skills? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: <input type="text"/>			
Is position covered by a union? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, which union? <input type="text"/>	
Was the salary determined using a TU salary scale? <input type="checkbox"/> Yes <input type="checkbox"/> No (Attach copy of scale)			
If yes, what TU level is this position? (i.e. T26, V14)			
Will applicant receive the same benefits as other similarly situated employees? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this position Grant-Funded? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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

Valid criteria for stating employee is not comparable to the Applicant:

- Employee has more relevant work experience than applicant
- Employee has specialized knowledge relevant to the field
- Employee has higher educational credentials than applicant
- Employee does not work same number of hours, performs more duties or has more responsibility than applicant

Invalid criteria for stating another employee is not comparable to the 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

In the table below, list all employees in your department that hold the same job title the applicant will hold as of the Requested Start date. Use an additional sheet if necessary. Contact sharonl@temple.edu if there are no comparable employees. **The same criteria must be used for all relevant employees, including how you calculate experience.** Limited grant or department funding, a lower negotiated salary or market conditions cannot be used to justify paying the applicant a lower salary.

TU ID# of Similarly-Situated Employee	Years of Experience	Annual Salary	Hours per week	Use valid criteria above to explain if this employee's salary is higher than the Applicant's salary as of the Requested Start Date

I hereby certify that the salary information listed above reflects the wage level paid to all other individuals with the same job title as the H-1B Applicant will hold as of the H-1B Petition Start Date. I can explain the reason(s) for any differential in wage rates. If required to do so, I can provide documentation (which must include names and payroll records of similarly employed individuals) to the Department of Labor to verify these statements.

Name of person completing this form:	
Email of person completing this form:	
Signature of person completing this form:	
Date of signature:	