

Center/Department Worksheet for Determination of the "Actual Wage" to be Paid to a Prospective H-1B Visa Holder

INSTRUCTIONS: Complete the information regarding the prospective H-1B visa employee below. In the table provided, list all current employees in the same job title that perform similar duties as the prospective H-1B employee. Generally speaking, pay should be commensurate with education and years of experience. This should be reflected in the completed table. **If any individual should not be considered a peer, draw a line through that person's name and explain why in the space provided below.** If there is no other employee with the same job title doing the same type of work, please write "No Peers" in the table. When completed, forward to Compensation\_UTSW@utsouthwestern.edu and provide a copy to International Affairs with other H-1B documents.

H-1B Applicant Name:	
Current Pay Rate (if applicable):	
Current Job Title (if applicable):	
Proposed Job Title:	
Department/Division:	
Years of Experience:	
Education/Degree:	

The hiring department has determined that the salaries of the following employees need to be considered in determining the "actual wage" for the position for which an H-1B petition will be filed.

#	LAST NAME	FIRST NAME	YEARS EXPERIENCE	EDUCATION	ANNUAL SALARY
<b>Individuals Not Considered Peers</b>		<b>Explanation for Elimination as Peer</b>			

Based on the above and to preserve parity the H-1B visa holder must be paid: \_\_\_\_\_ per year

I understand this document is subject to audit by federal agencies. I affirm the information is true and correct and that the H-1B visa holder will receive a minimum of at least the indicated pay upon commencing employment in our department.

\_\_\_\_\_  
Signature of Departmental Preparer Title

Concur: \_\_\_\_\_  
Signature of Department Chairman (NOT A DESIGNEE) Date

Concur: \_\_\_\_\_  
Signature of HR-Compensation Representative Date