

Actual Wage Determination Worksheet

As per Department of Labor regulations the following information must be available for public examination. The public access file is housed at International Student & Scholar Services. This form must be typed. Digital signatures are acceptable.

Department, Center, or Hiring Unit:	
Position Title:	
Salary Offer:	
<p>There are _____ (number) of other employees in the Department, PI's Lab and/or Research Group with the same job title or rank (as applicable), step and similar duties to this position.</p> <p>The salary ranges of these individuals, in the department or next larger academic unit, with the same job title or rank, and step is: \$: _____ to \$ _____ per year. <i>Please attach salary scales.</i></p>	
<p>Among those similarly situated employees, there are _____ (number) employees paid at a higher rate.</p> <p>_____ (number) is/are paid at higher rate(s) due to longer experience. Due to _____ years additional experience</p> <p>_____ (number) is/are paid at higher rate(s) due to higher degree received. Indicate degree(s): _____</p> <p>_____ (number) is/are paid at higher rate(s) due to more job responsibilities. Indicate additional responsibilities: _____</p> <p>_____ (number) is/are paid at higher rate(s) due to supervisory responsibilities.</p> <p>_____ (number) is/are paid at higher rate(s) due to _____</p> <p>_____ (number) is/are paid at higher rate(s) due to _____</p>	
<p>I hereby certify that this salary information reflects the actual wage level paid to all other individuals with similar position, title and rank in the department. 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 employed individuals to verify these statements to the Department of Labor.</p>	
Signature of Chair or Supervisor:	Date:
Name:	Title: