

H-1B Actual Wage Information

Complete and keep this form and the required attachments in the H-1B employee's departmental personnel file. This documentation must be available to authorities of the U.S. Department of Labor/USCIS in the case of a review of the employer's H-1B procedures.

Contact BIO in advance if during the validity of the employee's H-1B status, there will be any adjustments/changes to the terms of conditions of their employment noted below.

H-1B Employee's Family Name:		First Name:	
Employing Department/Division at UCB:			
H-1B Appointment Begin Date (MM/DD/YYYY):		Appointment Percent Time: %	
H-1B Appointment End Date (MM/DD/YYYY):		If part-time, number of work <u>hours</u> per week:	
		Hourly Wage:	
UC Payroll Title (including step/level):			Wages per YEAR (100% rate): \$
Benefits:	Check one: <input type="checkbox"/> Full Benefits <input type="checkbox"/> Mid-level Benefits <input type="checkbox"/> Core Benefits <input type="checkbox"/> None		
	Check all that apply: <input type="checkbox"/> Vacation Leave <input type="checkbox"/> Sick Leave <input type="checkbox"/> Time Off		
Are there any other working conditions that will affect the rate of pay? <input type="checkbox"/> No <input type="checkbox"/> Yes, please explain below:			
Number of workers this position supervises (includes authority to hire and fire):		Will travel be required for the position? (not including occasional travel for conferences) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Field of study required for this position (include up to 1 additional related field, if applicable; For example: Biology, Microbiology or related field). For extensions, use the same field(s) of study as the previous H-1B:			
_____ , _____ , _____ , or related field (Required Field of Study)		_____ , _____ , _____ , or related field Additional Related Field (optional):	
Minimum education requirements for the position: <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate <input type="checkbox"/> Other:			
Is employment experience required? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, how many months?			
Are there other any certificates, license, or special skills, etc. required for this position? Please answer Yes only if these requirements are in addition to the education and/or experience requirements stated above.			
<input type="checkbox"/> No			
<input type="checkbox"/> Yes, please specify:			

H-1B Actual Wage Information (cont'd)

Are there other UCB employees at the worksite with similar experience and qualifications for the specific position with similar job responsibility and function? Yes No

If yes, is the salary offered no less than the wage paid to other UCB employees at the worksite with similar experience, qualifications, job responsibility and function? Yes No

Was the wage rate determined using the applicable UC salary scales for the position title? (Please always include a copy of the applicable salary sales) Yes No

Is the position represented by a collective bargaining agreement (union contract)?
 Yes - Indicate the specific contract for the position:
 No.

In determining the actual wage for the specific position, the following factors were considered. Check all that apply:

- Experience, including whether the applicant has been previously employed in this position, the depth and breadth of such employment, and special achievements.
- Education, including the level of education obtained, and existence of special educational achievements, and the reputation of the educational institutions attended.
- Job responsibility and function
- Possession of specialized knowledge, skill or training
- Other. Please explain:

We also may consider other legitimate business factors such as the current market or individuals with the applicant's experience and qualifications. The consideration of such factors conforms to recognized principles of educational hiring

Work Locations in the U.S.

List all work locations (including remote locations) in the U.S. at which the employee will work for 30 working days or more each calendar year.

1. Address Line 1:
(Street Address):
Address Line 2:

City:
State:
Zip/Postal Code:

2. Address Line 1:
(Street Address):
Address Line 2:

City:
State:
Zip/Postal Code:

3. Address Line 1:
(Street Address):
Address Line 2:

City:
State:
Zip/Postal Code:

I certify that the information on this form is correct and complete:

Print Name of Supervisor or Department Chair

Signature

Date (mm/dd/yyyy)

Part-time H-1B Employment Attestation *(Part-time H-1B Requests Only)*

If an H-1B employee will be employed part-time, Department of Labor (DOL) regulations 20 C.F.R. Section 655.731 require employers to keep records of “hours worked each day and each week”, regardless of whether the part-time employee is paid a salary or an hourly rate, and regardless of whether the employer currently keeps such hourly records for its other part-time salaried employees. Therefore, departments hiring part-time H-1B employees must keep additional documentation of the actual hours worked that may not be required for other employees.

By signing below, the supervisor and employee verify that:

- all part-time H-1B employees document hours worked per day and per week
- employers retain these records for three years following the end of employment
- the host department agrees to maintain such records in compliance with the DOL regulations

Supervisor/Host Faculty Name and Title:	Signature:	Date (mm/dd/yyyy):
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