

## Actual Wage Determination & Notification of Change in Terms and Conditions of Employment Agreement

Columbia University departments hiring temporary workers in either the H-1B or E-3 visa categories must complete an Actual Wage Determination in order to comply with U.S. Department of Labor (DOL) regulations. Specifically, the DOL requires that the employer attest that the H-1B or E-3 employee will be paid the higher of either A) the prevailing wage for the occupation in the area of intended employment OR B) the actual wage for the occupation at the place of employment.

The actual wage is defined as the wage paid by the department to all other individuals “with similar experience and qualifications for the specific employment in question”. When calculating the actual wage, the department should take into account the following factors: education, work experience, specific job duties and functions, specialized knowledge and any other related factors. The salaries of other similarly qualified employees will establish the range of actual salaries. Please note that the H-1B or E-3 employee’s salary must fall within or above that range.

### General Information

Name of Dept.: \_\_\_\_\_ Dept. #: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Tel.#: \_\_\_\_\_  
Contact Email: \_\_\_\_\_ Applicant’s Name: \_\_\_\_\_ Salary Offered: \_\_\_\_\_ Tenure Track:  Yes  No  
University Appointment Title: \_\_\_\_\_  Full-Time or  Part-Time Number of Hours Per Week: \_\_\_\_\_  
Full Period of Employment  
Requested for Position: \_\_\_\_\_ (Start Date) to \_\_\_\_\_ (End Date) Will Employee Receive Benefits e.g., Health Insurance?  Yes  No  
Location(s) of Employment (All Potential Worksites Must Be Provided): \_\_\_\_\_

### Wage Information

Please provide the salary range of individuals within your department with the same job title and qualifications similar to those of the applicant:  
\$ \_\_\_\_\_ to \$ \_\_\_\_\_.

Please check which of the factors listed below were used to determine the salary for similarly employed individuals:

- Degrees earned  Comparable rate of pay at similar institutions  
 Previous work experience  Area of specialization  Funding source (grant, etc.)

If the above does not fully describe the factors used to determine the salary for similarly employed individuals, please provide an attachment which further describes the compensation system.

### Signature

Based on the information provided above and on Columbia University’s wage guidelines, I certify that the proposed salary for the H-1B/E-3 employee falls within or above the actual wage range. If required to do so, I will be able to provide documentation, including the names and payroll records of similarly employed individuals, to verify this statement.

I hereby certify that if there is any material change in the Applicant’s employment including, but not limited to, a change in work location (including short-term placement), a change of job title or a change in job duties, I will contact ISSO immediately. I understand that if I do not notify ISSO, Columbia University may be subject to substantial fines imposed by the federal government and its ability to hire foreign nationals in H-1B and E-3 status may be suspended.

Name and Signature of Chair of Dept. or Hiring Authority: \_\_\_\_\_ Date: \_\_\_\_\_

Date Revised: 11/4/2016