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WAGE CALCULATION DETERMINATION

Name of Employee: _____

The following information *must* be kept in a public inspection file. Please describe the system used by your department to determine the salary for the H-1B applicant and the system used to determine the salaries of other so-titled individuals:

	H-1B APPLICANT	OTHER SO-TITLED EMPLOYEES
Were University Guidelines followed in determining? If yes, state appropriate pay grade and the minimum and maximum salaries for that grade. (NOTE: This question is for *staff positions only*, not faculty.)	**YES ☐ NO ☐** **Pay Grade:**_____ **Min Salary:**_____ **Max Salary:** _____	**YES ☐ NO ☐** **Pay Grade:**_____ **Min Salary:**_____ **Max Salary:** _____
Were UA Guidelines followed in determining wage?	**YES ☐ NO ☐ N/A ☐**	**YES ☐ NO ☐ N/A ☐**
Please list previous experience that was taken into consideration when determining salary.		
Please list qualifications such as level, subject area, skills, ability, specialized knowledge, etc. that were taken into consideration when determining salary.		
Please list any supervisory and/or independent work factors for the position that were taken into consideration when determining salary.		
Is this position considered a faculty or staff position? If staff position, was the human resource office involved in the hiring process?	☐ **Staff** ☐ **Faculty** ☐ **Human Resources** ☐ **Faculty Affairs**	☐ **Staff** ☐ **Faculty** ☐ **Human Resources** ☐ **Faculty Affairs**

Signatures Required

Name/Signature of Individual Providing Information	*Title*	*Phone #*	*Email*
Name/Signature of Department Director/Hiring Authority	*Title*	*Phone #*	*Email*