



## 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
<p>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 <i>staff positions only</i>, not faculty.)</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Pay Grade: _____</p> <p>Min Salary: _____</p> <p>Max Salary: _____</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Pay Grade: _____</p> <p>Min Salary: _____</p> <p>Max Salary: _____</p>
<p>Were UA Guidelines followed in determining wage?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Please list previous experience that was taken into consideration when determining salary.</p>		
<p>Please list qualifications such as level, subject area, skills, ability, specialized knowledge, etc. that were taken into consideration when determining salary.</p>		
<p>Please list any supervisory and/or independent work factors for the position that were taken into consideration when determining salary.</p>		
<p>Is this position considered a faculty or staff position? If staff position, was the human resource office involved in the hiring process?</p>	<p><input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Human Resources <input type="checkbox"/> Faculty Affairs</p>	<p><input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Human Resources <input type="checkbox"/> Faculty Affairs</p>

### Signatures Required

Name/Signature of Individual Providing Information

Title

Phone #

Email

Name/Signature of Department Director/Hiring Authority

Title

Phone #

Email

