

# ACTUAL WAGE WORKSHEET SAMPLE

## **List Essential Duties of the Position**

Include all major or essential responsibilities/duties.

## **List the Qualifications of the H-1B nonimmigrant**

Include education; other relevant skills and abilities, and work experience of H-1B nonimmigrant:

## **List of Similar Positions**

### **STEP 1**

Name/ID      Title      Salary

### **STEP 2**

Education      Experience      Skills/Other

**Prevailing Wage**

The prevailing wage is typically from the DOL’s Online Wage Library, or may be another wage survey source that has been accepted by the DOL. This figure will be provided.

**Determining Actual Wage**

Are there other employees at the place of employment that have the same or substantially similar responsibilities as the H-1B nonimmigrant?

CAUTION: Job titles are not determinative: All positions that are similar with respect to major or significant tasks must be considered.

If NO, then the wage paid to H-1B nonimmigrant is the Actual Wage. *Proceed to Determining Required Wage.*

If YES, identify all employees that occupy the same or similar position and their salaries. **STEP 1**

If all employees are receiving the same salary, then this amount is the Actual Wage. *Proceed to Determining Required Wage.*

If there is a salary range, the employer should identify the factors such as education, experience, specialized knowledge, and other legitimate business factors that explain any variances in the salaries **STEP 2.**

The salary earned by the individuals that closely match the H-1B nonimmigrant’s qualifying factors is the Actual Wage. *Proceed to Determining Required Wage.*

If the H-1B nonimmigrant’s qualifying factors do not closely match any individual within this pool of employees, then the wage to be paid to the H-1B nonimmigrant is the Actual Wage. *Proceed to Determining Required Wage.*

*NOTE: We advise that the employer not place the H-1B nonimmigrant in a salary group below individuals with lesser qualifying factors.*

**Determining Required Wage**

Fill in the blanks below using the provided prevailing wage and the actual wage calculated above. Please check the higher of the Actual Wage or the Prevailing Wage. This amount shall be the Required Wage which must be paid to the H-1B nonimmigrant.

Required  
Wage

ACTUAL WAGE: \$ \_\_\_\_\_

PREVAILING WAGE: \$ \_\_\_\_\_ Source: \_\_\_\_\_