

ACTUAL WAGE FORM

The regulations provides that the employer shall retain documentation specifying the basis it used to establish the actual wage, i.e., how the wages for the E-3 worker relates to the wages paid other individuals with similar experience and qualifications for the specific employment at the place of employment. Please complete this form so we can have this information on file.

- A. Department/Institute _____
- B. Applicant's (visitor's) name _____
- C. Applicant's title _____
- D. Applicant's salary _____
- E. Salary range of individuals in department, lab, or institute with the same job title **and similar qualifications** as applicant: from _____ per year to _____ per year. (Do not compare someone with 10 years of experience with someone with 2 years of experience. They do not have SIMILAR QUALIFICATIONS)
- F. Which of the following factors were considered in determining the applicant's salary? Please check all that apply.
- Degree(s) earned
 - Area of specialization
 - Previous work experience
 - Comparable rates of pay at similar institutions
 - Salary is determined by funding source (grant, etc.)
- G. Please explain any other factors used (if any) to determine the applicant's salary:

I hereby certify that the salary listed above reflects the wage level paid to all other individuals with similar experience and qualifications working in this department/institute/laboratory. If there is more than one wage paid, I am able to explain the reason(s) for this differential in wage rates. If required to do so, I am able to provide documentation that will include the names and payroll records of similarly-situated employees to verify these statements for the Department of Labor.

Signature of hiring authority

Date