



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

Clemson University departments hiring temporary workers in either the H-1B or E-3 visa categories must complete an Actual Wage Determination to comply with the U.S. Department of Labor (DOL) regulations. Specifically, the DOL requires that the employer attest that the H-1B or E-3 employee be paid the higher of either (1) the prevailing wage for the occupation in the area of intended employment or (2) 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 consider 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		
University Job Title:	Applicant’s Name:	Salary Offered:
Tenure Track: _____ Yes _____ No	Is the position: _____ Full-Time _____ Part-Time If part-time, number of hours worked per week: _____	Will Employee Receive CU Benefits (insurance, annual and sick leave, etc.): _____ Yes _____ No
Full Period of Employment Requested for Position: Requested Employment Start Date _____ Requested Employment End Date _____	All Worksites Addresses (include city and state):	

Wage Information	
Please provide the salary range of individuals within the 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 _____ Previous Work Experience _____ Comparable Rate of Pay at Similar Institutions _____ Area of Specialization _____ Funding Source (grant, etc.)	Within the department, the number of similarly employed individuals with the same title or duties as this employee is _____.  Among those similarly employed, the number that are paid at or below the wage offered to this employee is _____ and the number of those paid at a higher rate is _____.  If there are any similarly employed individuals who are paid at a higher rate, please complete the following:  _____ (number) is/are paid at a higher rate(s) due to more experience. _____ (number) is/are paid at a higher rate(s) due to holding a higher academic degree. _____ (number) is/are paid at a higher rate(s) due to more job responsibilities. _____ (number) is/are paid at a higher rate(s) due to _____.  _____ (number) is/are paid at a higher rate due to: _____.  _____
If the above does not fully describe the factors used to determine the salary for similarly employed individuals, please provide an attachment that further describes the compensation system.	

Signature
Based on the information provided above and on Clemson 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 to 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 International Services immediately. I understand that if I do not notify International Services, Clemson University may be subject to substantial fines imposed by the federal government, and its ability to hire international employees in H-1B, and E-3 status may be suspended.  Name and Signature of Department Chair or Hiring Authority: _____ Date: _____