

Instructions for pages 3-5 of the H-1B Recommendation Packet

Please note the [H-1B Recommendation Packet](#) is needed every time that an H-1B is being requested. If you have any questions about the first two pages, please do not hesitate to reach out to our office.

First, on the actual wage worksheet you will only need to complete the sections in yellow shown in the image below. This document is about the job that is being offered and **not** the employee. The reviewer will be whoever completes this form for our office.

In each section of the 'Job Offer Requirements' you will want to write the information that pertains to the job itself. For example, what is the education experience required? You will put Masters or PhD based on what is needed for the position. Once the first three lines and the first column are completed you are done with this page. The remainder of the blank sections will be completed by our office.

The purpose of this document is to help our office choose the correct prevailing wage.

*Helpful hint: If you have a job description or the original job posting the information we are asking for is typically found there. I have found that it helps make completing this document easier than hunting down all the information.

Actual Wage Worksheet

Job Title: _____
 Date: _____
 Reviewer: _____

Indicator	Job Offer Requirements	O*Net Usual Requirements	Comments	Wage Level Result
Step 1. Requirements	0			1
Step 2. Experience				
Step 3. Education				
Step 4. Special Skills, Knowledge, Work Activities, or Tasks? (Y/N)				
Step 5. Licensure/Certification Requires? (Y/N)				
Step 6. Supervisory duties? (Y/N)				
			Sum:	

On the actual wage worksheet, there is even less information you need to provide! Please see the image below for the spaces in yellow that you are required to complete. This will include the name of the individual who completes the form and the job that we are hiring for.

After you write the position the document will prepopulate other sections of this document that request that information. The remainder of the blank sections will be completed by our office.

MEMORANDUM

TO: Labor Condition Application File (PAF)

FROM: [Redacted]

RE: Prevailing and Actual Wage Memorandum for the position of: [Redacted]

The following summarizes compliance with the actual and prevailing wage requirements for the H-1B position of [Redacted] with Case Western Reserve University (CWRU) in the department of [Redacted] in Cleveland, Ohio. This memorandum is solely for the purposes of compliance with the U.S. Department of Labor requirements in connection with the Labor Condition Application of CWRU to be filed in support of its proposed H-1B employment.

ACTUAL WAGE:

Based on its review of the major job duties, responsibilities, functions, requirements and other legitimate business factors, CWRU has determined that there are no other similarly situated employees in the position of [Redacted] at this location who will be performing substantially similar duties to that of this position.

Because there are no similarly situated employees, there is not controlling actual wage. The wage to the H-1B worker is based on the following legitimate factors: education, experience, years of service to the University and the skills that an individual has with a particular technology. Based upon this analysis, the wage being paid to this foreign national is at least \$ [Redacted] per [Redacted].

PREVAILING WAGE:

The following summarizes compliance with the prevailing wage requirements for the intended H-1B position of [Redacted]. For the purposes of this analysis only, CWRU considers the job in question to fall within the O*Net classification of [Redacted], [Redacted].

In determining the prevailing wage in this case, the University relied upon OES Wage Surveys for the Education Industry database, updated in 2018. A copy of the pertinent material from the OES Wage Survey is attached. In accordance with "The H-1B Visa Reform Act of 2004," the survey now provides 4 wage levels for the [Redacted] occupation and Level [Redacted] accurately

As always if you have any questions please do not hesitate to reach out to our office.

Thank you.