



### E-3 Actual Wage Worksheet

The US Department of Labor (DOL) regulations require the E-3 scholar’s wage be compared to all others who are currently employed in the department in the same position classification. **This worksheet will be part of the government audit file, so it must be accurate and comprehensive.** The E-3 employee’s salary must be equal to or higher than the salary of each similarly employed workers. **If it is not, provide a detailed justification as to why,** based on one or more of the following criteria:

- Experience
- Qualifications or educational background
- Position responsibility or function
- Specialized knowledge or research field
- Other legitimate business factors (e.g., professional distinctions, development of a patent, receipt of an international prize, etc.).

Please note that limited grant/department funding, a lower negotiated salary, or market conditions **cannot** be used to justify paying the E-3 scholar a lower salary.

**Position title of the E-3 scholar:** \_\_\_\_\_

**Salary offered to the E-3 scholar (minimally guaranteed):** \$ \_\_\_\_\_ / year

Please list **all similarly-situated employees (regardless of their citizenship)** and any necessary justification. **If more space is needed, attach a separate piece of paper.**  Check here if attached separate page.

Position Title	Annual Salary	Hours/ week	If this salary is <b>higher than the proposed E-3</b> scholar, provide detailed <b>rationale using the criteria</b> listed above.
<i>Sample: Assistant Professor A</i>	<i>\$65,000</i>	<i>40</i>	<i>This employee earns more than the E-3 because s/he has 10 more peer-reviewed journals.</i>

*\* Write "N/A" if not applicable.*

- I attest that I have access to similarly situated employee information to make the accurate actual wage determination. I understand that if requested by the US government, this worksheet will be provided for their review.
- The E-3 worker will be paid the “E-3 required wage” under the Immigration Act of 1990. The “E-3 required wage” for an E-3 employee must be the higher of the two wages: either the “actual wage”, the wage paid to similarly employed workers at Emory University, or the “prevailing wage” paid to similarly employed workers in the metropolitan statistical area as determined by DOL.
- The hiring department will pay all fees associated with the filing of the E-3 petition.

Name of Department Administrator: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_