



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 kept at Emory ISSS (1784 North Decatur Road, Suite 130 | Atlanta, Georgia 30322), 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:

- o Experience (indicate specific number of years)
o Qualifications or educational background
o Position responsibility or function
o Specialized knowledge or research field
o 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 or lower/higher wage) and any necessary justification. If more space is needed, attach a separate piece of paper.

Check here if attached separate page.

Table with 4 columns: Position Title, Annual Salary, Hours/week, and If this salary is higher than the E-3 scholar, provide detailed rationale using the criteria listed above. Includes a sample row for Assistant Professor A.

* 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: _____