

# Prevailing Wage Worksheet

## A. Employee (Beneficiary) Information

1. Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Last First

2. Is he/she currently employed at K-State? Yes No

## B. Employing Department Information

1. Department: \_\_\_\_\_ Dept Address: \_\_\_\_\_

2. Department Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. Department's Central Mail Postage Meter #: \_\_\_\_\_

4. Physical location where employee will be working:

On Campus

Off Campus – Specify address (Street, City, **County** and State)

\_\_\_\_\_

## C. Job Details

1. Dates to be covered by the petition: Begin \_\_\_\_\_ End \_\_\_\_\_

- *This period should not exceed 3 years. Contact ISSS if less than one year.*
- **It will be the department's responsibility to notify the International Student and Scholar Services if the employment is terminated prior to the ending date of the petition.**

2. Are you requesting Premium Processing? Yes No

3. Job Title: \_\_\_\_\_

- This position is a: 12-month appointment 9-month appointment

4. Name of direct supervisor \_\_\_\_\_ Title \_\_\_\_\_

5. Type of employment:

Full time - Salary offered: \_\_\_\_\_ per/year

Part time Specify Hours/Week \_\_\_\_\_ Salary offered: \_\_\_\_\_ per/hour  
(Please attach the **H-1B Part Time Certification**)

6. Daily work schedule: \_\_\_\_\_ (e.g. 8 AM to 5 PM)

7. Position description is required. Please attach an additional sheet of paper or the position description from PageUp. A detailed description is needed. For faculty positions, provide the area of research and the classes the employee will be expected to teach.

8. Will travel be required in order to perform the job duties? Yes No

If yes, explain travel requirements (where employee will travel; how often; and purpose of trips):

9. State the MINIMUM education (**specify degree and major field of study**) that is necessary for someone to competently do the job. Do not indicate what is preferable. Only list what is **required** for this position.

10. Is post-educational work experience required? That is experience that can only be gained through employment and not during the educational program. Yes No

- If yes, specify the number of months of experience required \_\_\_\_\_
- In what occupation is the experience required? \_\_\_\_\_

11. Special Requirements – List specific skills, licenses/certificates/certifications, and other requirements needed to perform this job.

Name of person completing this form \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **IMPORTANT INFORMATION AND REQUIREMENTS**

**The information provided on this worksheet will be used to request a Prevailing Wage Determination and/or complete the Labor Conditions Application. Please read the statements below, initial each item indicating that you understand and will comply with the requirements.**

\_\_\_\_\_ The employment of the H-1B nonimmigrant will not adversely affect the working conditions of employees similarly employed in the area.

\_\_\_\_\_ The salary being paid to the above-named employee is at least the actual wage being paid to all other individuals with similar experience and qualifications for the specific employment in question or the prevailing wage level for the occupation, whichever is higher.

\_\_\_\_\_ A notice of filing will be sent to the person completing this form and must be posted for 10 working days in a conspicuous location where the H-1B nonimmigrant will be employed. In addition, a notice of filing will be sent to Human Capital Services to be posted in Edward Hall.

\_\_\_\_\_ The vacation time, sick leave and other benefits offered to this employee are equivalent to that offered to other U.S. workers in the same classification.

\_\_\_\_\_ There is no strike, lockout, or work stoppage due to labor dispute in this occupation.

\_\_\_\_\_ For Tenure-Track faculty positions, the Department will initiate the permanent residency process together with the employee within 9 months of the date of issuance of the offer letter. Failure to start this process within this time frame could result in additional costs to the department.

\_\_\_\_\_ If the employee is transferred to a new job location, is promoted or moves into a different position, or changes hours (i.e. moves from full-time to part-time), a new Labor Conditions Application (LCA) and H-1B petition must be filed *PRIOR TO* any changes occurring.

\_\_\_\_\_ If the employee will be working for 30 days or more outside the work location indicated on this form, you must contact ISSS in advance to discuss whether it is necessary to post a new LCA in the new work location or file an amended H-1B petition.

\_\_\_\_\_ In the event of a layoff or an involuntary termination of employment during the validity period of the H-1B, the department will be responsible for the reasonable transportation costs abroad. In addition, it is essential that you notify ISSS in writing that you have terminated the employment *PRIOR* to the last date on payroll and that you have offered the costs of travel home. If I do not notify the USCIS that employment has terminated, the department can be liable for paying the wages for the entire validity period of the H-1B petition.

\_\_\_\_\_ An Export Control Compliance Form has been submitted to the University Research Compliance Office.

\_\_\_\_\_ During the validity of the H-1B, the department is prohibited from placing the employee in “non-productive” status, commonly referred to as “benching” (where the worker is not paid or is paid less than the full hours specified in the petition). If the employee voluntarily requests a leave of absence pursuant to normal University policies (i.e. maternity leave, FMLA, unpaid vacation, etc.), then this is not considered “benching” but must be documented in the H-1B file in the ISSS office.

Name of Department Head: \_\_\_\_\_  
*First Middle Initial Last*

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



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