

Generating the Actual Wage Report (AWF) for H-1B and E-3

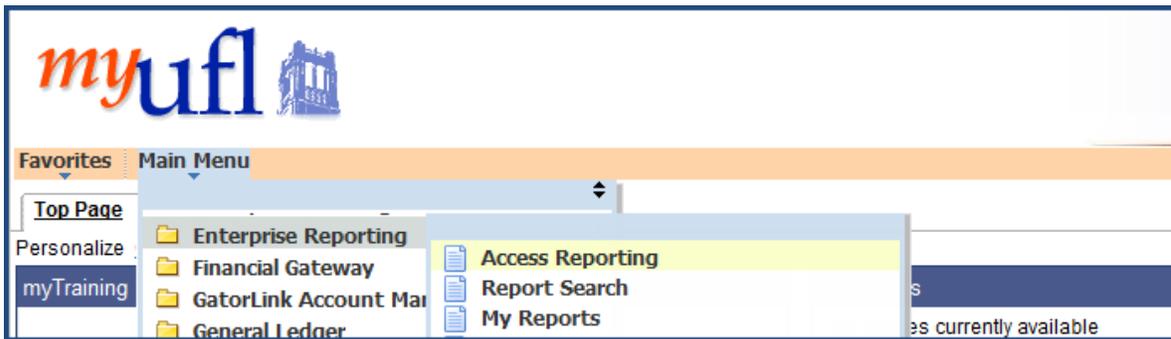
Designated administrative staff members in UF departments and centers are required to generate the Actual Wage Report by accessing the myUFL system. The purpose of the Actual Wage Report (AWF) is to compile wage information on all employees in the same position title from the sponsoring department.

To access the Generating Actual Wage Report (AWF), department administrators must request the UF_ER_USER security role from their DSA. Typically, requesting a role takes about 24 hours for access to be granted.

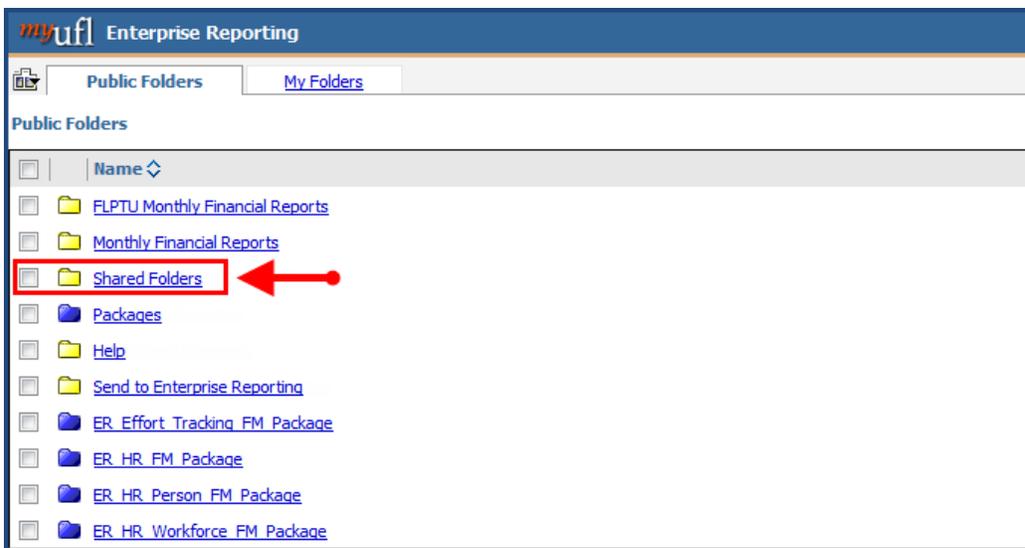
Steps to Access the Actual Wage Report (AWF)

1. Login to my.ufl.edu using your Gatorlink username and password. After you log into the portal, use the following navigation:

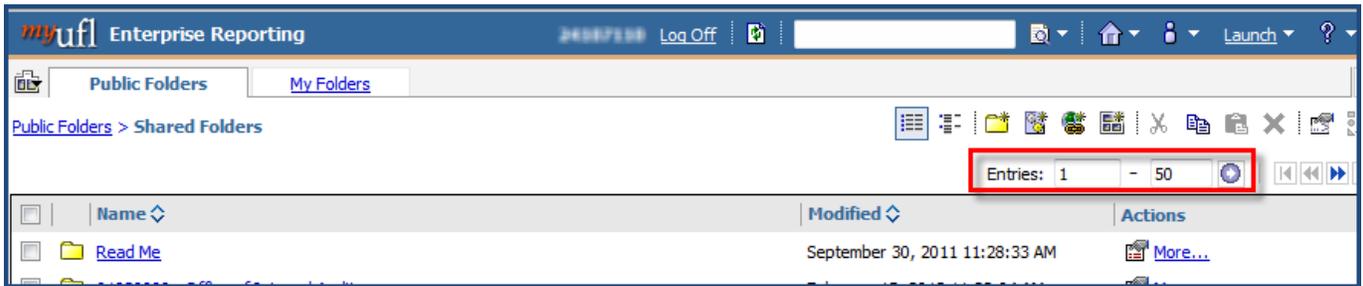
Main Menu > Enterprise Reporting > Access Reporting



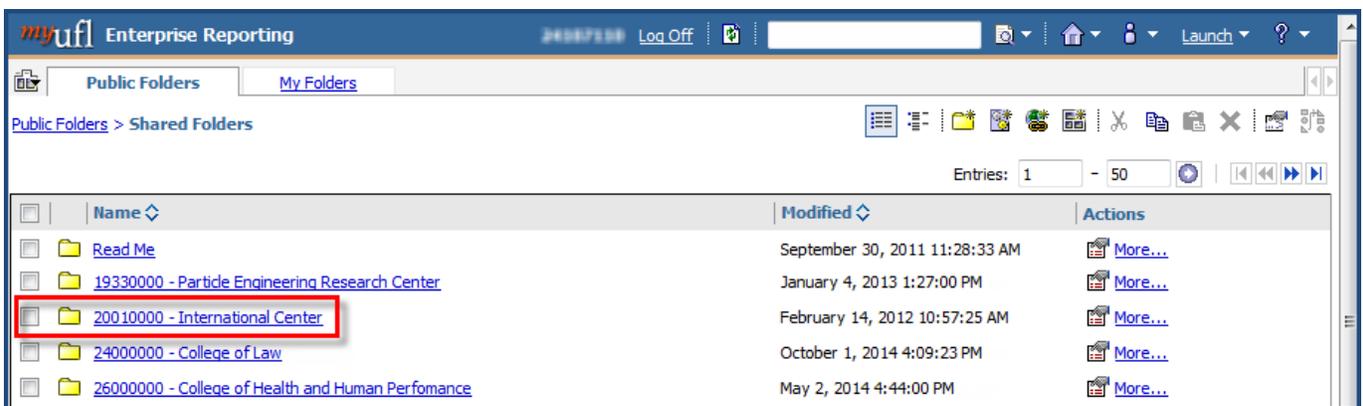
2. Select **Shared Folders**.



3. Change the **Entries** from 1-15 to 1-50.



4. Click on the **International Center** folder link.



5. Click on the **H-1B and E-3 Status – Request for Actual Wage** report.



6. Enter the first two digits on the **Select Department Code** field and click the **Search** button. Using only the first two digits of your department code will give you a list of all the department codes in your unit.
7. Select the relevant department codes for this report and click the **Insert** button.

Select Department Code:
Keywords:
Type one or more keywords separated by spaces.
62 Search

Options

Results:

- 62040100 - HR-AWARDS
- 62060300 - HR-BABY GATOR P
- 62010700 - HR-TRAINING-DEVELOPMENT
- 62060200 - HR-BABY GATOR H
- 62010500 - HR-RETIREMENT
- 62040200 - HR-AWARDS-GABC
- 62050000 - HR-HEALTHY GATC
- 62010301 - HR-ACADEMIC PER
- 62050100 - HR-HEALTHY GATC

Insert Remove

* Choice:
62010700 - HR-TRAINING-DEVELOPMENT

Select all Deselect all

8. Enter the job code in the **Input Job Code Field** and click the **Search** button.

Select Department Code, Job Code, and Appointment End Date

Input Job Code:

For example, when entering the job code 000530 for an Assistant Professor position. The search result is a PDF document with all employees in the selected department with a job code of 000530.

9. Type or handwrite the incoming employee's information on the Actual Wage Report generated.

If the individual is already employed at UF in the **same** position, his or her name should appear on the actual report. However, if the individual is changing to a new position, his or her name must be added to the Actual Wage Report.

Please follow the same format as the report (department code, department, name, job code, salary plan, annual rate, FTE, etc.) Fragomen wants to see the incoming employee's name added to the list.



H1B Status - Request for Actual Wage

Run Date: 11/18/2014

The salary of the H-1B applicant has been determined by comparing the education, experience, specialized knowledge, and other relevant factors with the range of salaries listed below of all others in the same job classification in the department.

Department Code	Department	Name	Job Code	Job Code Code	Salary Plan Code	Job Start Date	Job End Date	Annual Rate	FTE	
62010700	HR-TRAINING-DEVELOPMENT	Cook, Kyle David	HUMAN RESOURCES, CRD 2	001298	TA12	05/15/2014	12/31/2099	\$2,500.00	1.00	
		Total for: Cook, Kyle David							\$2,500.00	
		Woodson, Cynthia Marie	HUMAN RESOURCES, CRD 2	001298	TA12	07/01/2014	12/31/2099	\$9,375.00	1.00	
		Total for: Woodson, Cynthia Marie							\$9,375.00	
		Mitchell, Brenda Chantrea	HUMAN RESOURCES, CRD 2	001298	TA12	07/01/2014	12/31/2099	\$5,300.00	1.00	
Total for: Mitchell, Brenda Chantrea							\$5,300.00			
New Employee:		Woods, Courtney	HUMAN RESOURCES, CRD 2	001298	TA12	07/01/2014	12/31/2099	\$1,000.00	1.00	
Total for: Woods, Courtney							\$1,000.00			

Signature of Department Chair / Center Director

Date

Alligator, Albert
Human Resources, 001298 TA12
40,000.00 1.00

10. Acquire the signature of department chair/center director and date form was signed.

Questions?

Contact **Immigration Compliance Services** by emailing ics@hr.ufl.edu