

H-1B OR E-3 EMPLOYEE JOB TITLE CHANGE OR INTERNAL TRANSFER (FY 2020)

Complete ONSCREEN & Submit ELECTRONICALLY
NO HANDWRITTEN REQUESTS WILL BE PROCESSED.
THANK YOU FOR YOUR COOPERATION!

TTUHSC Institutional Compliance
Immigration Compliance & Services
3601 4th Street, MS 8165
Lubbock, TX 79430
Phone: (806) 743-3949
Email: ICS@ttuhsc.edu

H-1B or E-3 EMPLOYEE PROMOTION, DEMOTION OR DEPARTMENT TRANSFER
PREVAILING WAGE & ACTUAL WAGE DETERMINATIONS

When an H-1B or E-3 employee has a job change, or changes departments within TTUHSC, Institutional Compliance Services (ICS) must be notified. ICS will review specific aspects of the job change: the new job duties, and the new wage to ensure the H-1B and E-3 requirements are maintained. ICS will also review the job changes to determine whether the Department of Labor and USCIS need to be notified. Notification is required if the job changes are material or significant (per Department of Labor criteria).

In order to meet this requirement, the responsible department must complete the Prevailing Wage and Actual Wage Determination information below.

REASON FOR CHANGE IN EMPLOYMENT <i>(select all that apply)</i>	<input type="checkbox"/> Promotion
	<input type="checkbox"/> Demotion
	<input type="checkbox"/> Reduction in Hours of Work <i>(within same department)</i>
	<input type="checkbox"/> Change or Additional Worksite Locations
	<input type="checkbox"/> Transfer to Another Department

COMPLETE THE APPROPRIATE CHART BELOW BASED ON THE REASON FOR
THE CHANGE IN EMPLOYMENT

I. PROMOTION, DEMOTION, CHANGE IN WORKSITE, REDUCTION IN HOURS OF WORK (NO DEPARTMENT TRANSFER)

Current Department Administrative Contact:	Name: _____ Phone: _____ Email: _____@ttuhsc.edu
Foreign Employee Name:	Last Name: _____ First Name: _____ Middle Name: _____
New Job Title (if job title is changing):	
Highest Academic Degree Required for Position:	
Minimum Years of Work Experience Required	
Licenses, Certifications, etc. Required for Position:	
Brief, Non-Technical Description of New Duties	
List ALL New or Changed Worksite Addresses for Employee:	
New Annual Salary or Hourly Wage Rate:	
Full-Time/Part-Time:	____ Full-Time ____ Part-Time Hours/Week ____
Date Employment Changes Effective:	

II. DEPARTMENT TRANSFER WITH TTUHSC (INCLUDING TRANSFER BETWEEN REGIONAL CAMPUSES)

New Department Administrative Contact:	Name: _____ Phone: _____ Email: _____@ttuhsc.edu
Foreign Employee Name:	Last Name: _____ First Name: _____ Middle Name: _____
New Job Title (if job title is changing):	
Highest Academic Degree Required for Position:	
Minimum Years of Work Experience Required for Position	
Licenses, Certifications, etc., Required for Position	
Brief, Non-Technical Description of New Duties:	
List <u>ALL</u> New or Changed Worksite Addresses for Employee:	
New Annual Salary or Hourly Wage Rate:	
Full-Time/Part-Time:	____ Full-Time ____ Part-Time Hours/Week _____
Date Employment Changes Effective:	

III. **ACTUAL WAGE DETERMINATION:**

The actual wage determination is the wage paid by the Department to all other employees (in specific job position) with similar education, specialized knowledge, experience and qualifications. The Employee's salary must fall within the range of actual salaries and cannot be lowered.

TTUHSC uses for salary structure—the Pay Plan—to create employee categories and wages. Other established salary structures are used for certain groups (e.g. AAMC Survey of Resident/Fellow Stipends and Benefits, or NRSA Stipend Levels (for postdocs).

Please indicate which established salary structure was used to determine the wages to be paid for this position:

- ☐ TTUHSC Pay Plan (Human Resources)
- ☐ GME Resident/Fellow Salary Plan (AAMC Survey of Resident/Fellow Stipend & Benefits)
- ☐ AAMC Report on Medical School Faculty Compensation Survey
- ☐ AACP Salary Database (Pharmacy Faculty Salaries)

IF YOU DID NOT USE ANY OF THE ESTABLISHED SALARY STRUCTURE LIST ABOVE:
PLEASE CONTACT ICS AT ICS@TTUHSC.EDU