



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

H-1B or E-3 EMPLOYEE  
JOB TITLE CHANGE or INTERNAL  
TRANSFER  
(FY2017)

Please return the completed forms and all supporting documents by mail or email to:

TTUHSC Human Resources  
International Employment Services  
3601 4<sup>th</sup> Street, STOP 8100  
Lubbock, TX 79430  
Ph: (806) 743-2865  
Email: [IES@ttuhsc.edu](mailto:IES@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 is has a job title change, or changes departments within TTUHSC, International Employment Services (IES) must be notified. IES will review specific aspects of the job change: the new job duties, and the new wage to ensure that H-1B and E-3 requirements are maintained. IES will also review the job changes to determine whether the Dept. of Labor and USCIS need to be notified. Notification is required if the job changes are material or significant (per Dept. of Labor criteria).

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

<b>REASON FOR CHANGE IN EMPLOYMENT</b> (Select all that apply)	Promotion
	Demotion
	Reduction in Hours of Work (within same department)
	Change or Additional Worksite Locations
	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 the Position	

Brief, Non-Technical Description of New Duties:	
List <b><u>ALL</u></b> New or Changed Worksite Addresses for Employee:	
New Annual Salary or Hourly Wage Rate:	
Full-Time/Part-Time:	<div>Full-Time</div> <div>Part-Time      Part-Time Hours/Week:</div>
Date Employment Changes Take Effect	

## II. DEPARTMENT TRANSFER WITHIN TTUHSC (INCLUDING TRANSFER BETWEEN REGIONAL CAMPUSES)

New Department Administrative Contact:  <div>Name:</div> <div>Phone:</div> <div>Email:</div>	<div>@ ttuhsc.edu</div>
Foreign Employee Name:  <div>Last Name:</div> <div>First Name:</div> <div>Middle Name:</div>	
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 the Position?	

Brief, Non-Technical Description of New Duties:	
List <u><b>ALL</b></u> New or Changed Worksite Addresses for Employee:	
New Annual Salary or Hourly Wage Rate:	
Full-Time/Part-Time:	<div>Full-Time</div> <div>Part-Time      Part-Time Hours/Week:</div>
Date Employment Changes Take Effect	

### III. **ACTUAL WAGE DETERMINATION:**

The actual wage determination is the wage paid by the Department to all other employees (in the 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 lower.

TTUHSC uses a formal 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 STRUCTURES LISTED ABOVE**

**PLEASE CONTACT IES AT [IES@TTUHSC.EDU](mailto:IES@TTUHSC.EDU)**