

Prevailing Wage Determination Request Form

Job Location – City			
Job Location – County			
Job Location – State			
Job Title			
Job Title of Worker’s Immediate Supervisor			
Total Hours Worked Per Week – Basic			
Total Hours Worked Per Week -- Overtime			
Work Schedule (Hourly) – a.m.			
Work Schedule (Hourly) – p.m.			
Rate of pay – Basic	\$	Per	
Rate of pay – Overtime	\$	Per	Hour
Describe Fully the Job to Be Performed			
Suggested DOT			
Suggested OES/SOC			
STATE IN DETAIL THE MINIMUM EDUCATION, TRAINING, & EXPERIENCE REQUIRED			
Education (enter number of years) – Grade			
Education (enter number of years) – High			
Education (enter number of years) – College			
College Degree Required			
		(List the degree, Doctorate, Masters, or Bachelors)	
College Degree -- Major Field of Study			
Type of Training Required			
Years of Training Required			
Months of Training Required			
Years of Experience Required in the Type of Job Offered			
Months of Experience Required in the Type of Job Offered			
Related Occupation in Which Experience is Required			
Years of Experience Required in Related Occupation			
Months of Experience Required in Related Occupation			
Other Special Requirements			
Number of Other Employees to be Supervised (if any):			
Name of person to whom Prevailing Wage Determination should be sent			
Fax # of person to whom PWD should be sent			
Search Code on Which Foreign National was hired (i.e., COLA-342)			

INSTRUCTIONS FOR COMPLETING THE PREVAILING WAGE DETERMINATION REQUEST FORM

This in SIUC Form – the Office of the Associate Provost for Academic Administration will utilize the information in this form to complete a request to the Illinois Department of Employment Security for a Prevailing Wage Determination.

1. Provide all information requested. If an item is not applicable, enter N/A.
2. Enter a **Brief, SUCCINCT** job description in the area indicated. Please do not attach additional sheets.
3. Since various degree command different salaries, enter only one degree and one Major Field of Study.
4. Enter your **MINIMUM** training and/or experience requirements for the job. While the alien may have 25 years experience as an industrial engineer, if this appears, it will have a strong impact on the wage. Generally, experience is delineated as follows: 0 to 1 year, 1 to 3 years, 3 to 8 years, more than 8 years and so on.
5. Any Special Requirements must be **QUANTIFIED**. If Special Requirements are to be **INCLUDED** in the Training and Experience requirements, state this or they will be considered to be in **ADDITION** to these requirements.
6. In completing the “Describe Fully the Job to be Performed” section, please rely heavily on the description of qualifications and responsibilities included in the Ad Copy and Position Announcement that were utilized in the search for this position. This section of the Prevailing Wage Determination Request Form will be cross-checked in this office against the search documentation, and the job description may be modified to comply with the information approved for the search.

PLEASE INCLUDE THE SEARCH REFERENCE NUMBER ASSOCIATED WITH THIS POSITION. IT WILL EXPEDITE OUR PROCESSING OF YOUR REQUEST.

7. As a general practice, state labor departments rely on the OES Wage data maintained by the Department of Labor at <http://www.flcdatacenter.com/OesWizardStart.aspx> for their prevailing wage determinations, so it is possible to research the data in advance of submission of the IDES form and direct the state labor officer to the correct occupation title, number, and level. The IDES officer who provides the prevailing wage determination is not required to utilize the code suggested, but they often will.

EXAMPLE: The Sociology Department needs an H1-B for a new assistant professor. Go to the Department of Labor website at the URL listed above. Select a Data Source (in this case the 2006 CY ACWIA – Higher Education Database) select an area (Jackson County, Illinois), select an occupation (in this case Postsecondary Sociology Teachers). Clicking on the Search button will show you the wage levels for this title. Note that the OES/SOC Code is listed (in this case it is 25-1067). For most of our faculty searches, no experience is needed, and so the Level 1 Wage figure will be the appropriate salary. This code (25-1067) and this level (Level 1) can be entered into the “Prevailing Wage Determination Request Form” in the box labeled “Suggested OES/SOC.”