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 Analytics > Access Enterprise Analytics
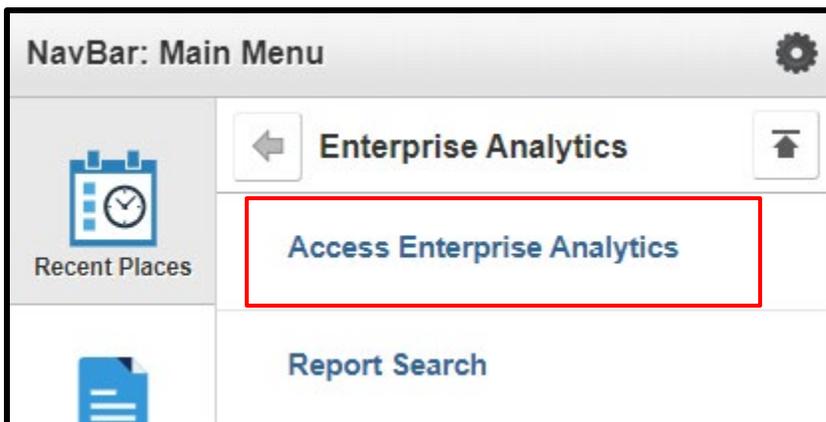
2. Select **Team Content**.
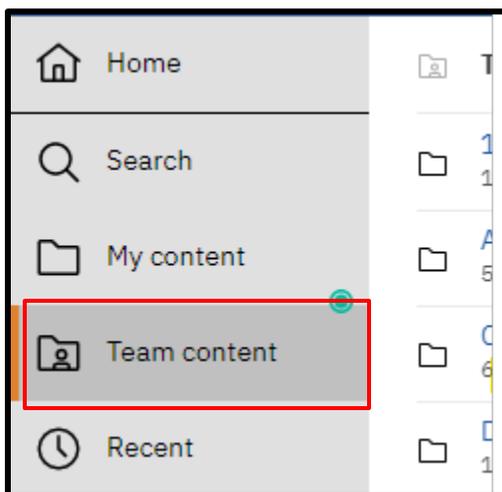
3. Scroll down and select **Shared Folders**
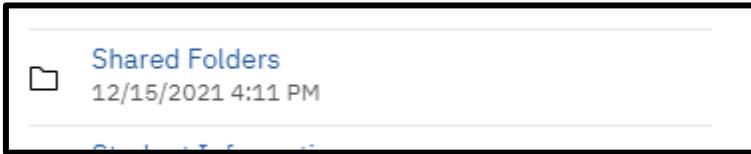
4. Scroll down and select **20010000 – International Center**.

5. Click on the **H-1B and E-3 Status – Request for Actual Wage** report.
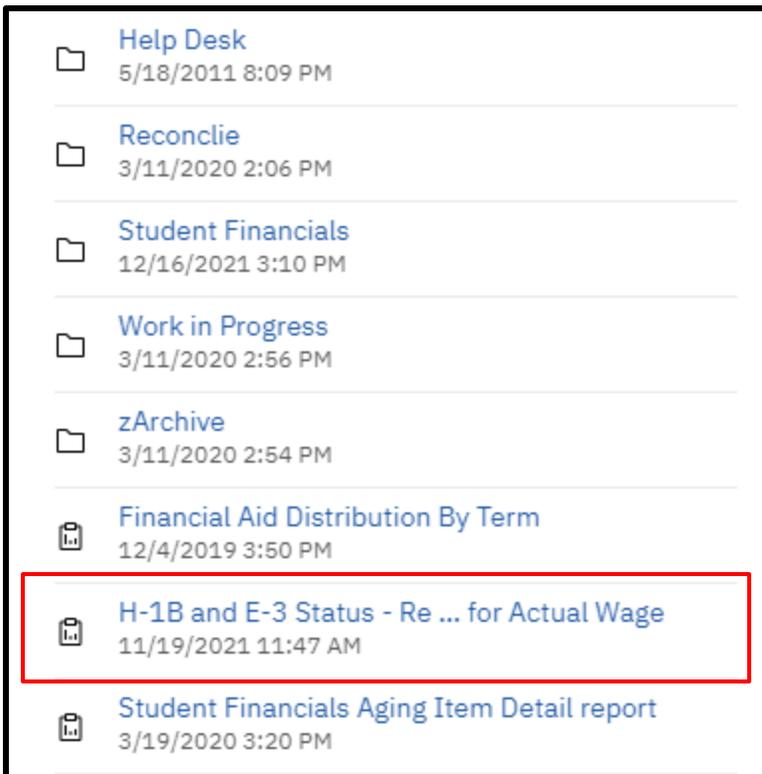
6. Enter the first two digits on the **Select Department Code** field and click the **Search** button. Using only the first two digits of your department code will give you a list of all the department codes in your unit.
7. Select the relevant department codes for this report and click the **Insert** 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-DEV
- 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-DEVELC

Select all Deselect all   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.

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

Questions?

Contact **Immigration Compliance Services** by calling 352-392-2477 or emailing ics@hr.ufl.edu.