**UMBC Actual Wage Memorandum**

This form to be completed by:  
CAHSS: Associate Dean  
CNMS: Jacinta Kelly  
COEIT: Michael Palmer  
Centers: Assistant Director

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), there were \_\_\_\_\_\_\_\_\_\_\_\_ (number) individuals in the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(job title) at UMBC, in the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

For similarly situated employees, with similar experience and in similar areas of expertise, their salaries range from $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The salaries of individuals holding this position were determined on the basis of a number of factors, including:

* Education
* Years of directly relevant job experience
* Job responsibilities above those usually expected
* Research, Publications or Honors
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salaries of employees are adjusted on an annual basis, based upon availability of merit and cost of living increases across campus.

Please note that the employer applies the same methodology to all US and H-1b employees in this classification when determining the actual wage, based upon the above referenced criterion.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name and Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date