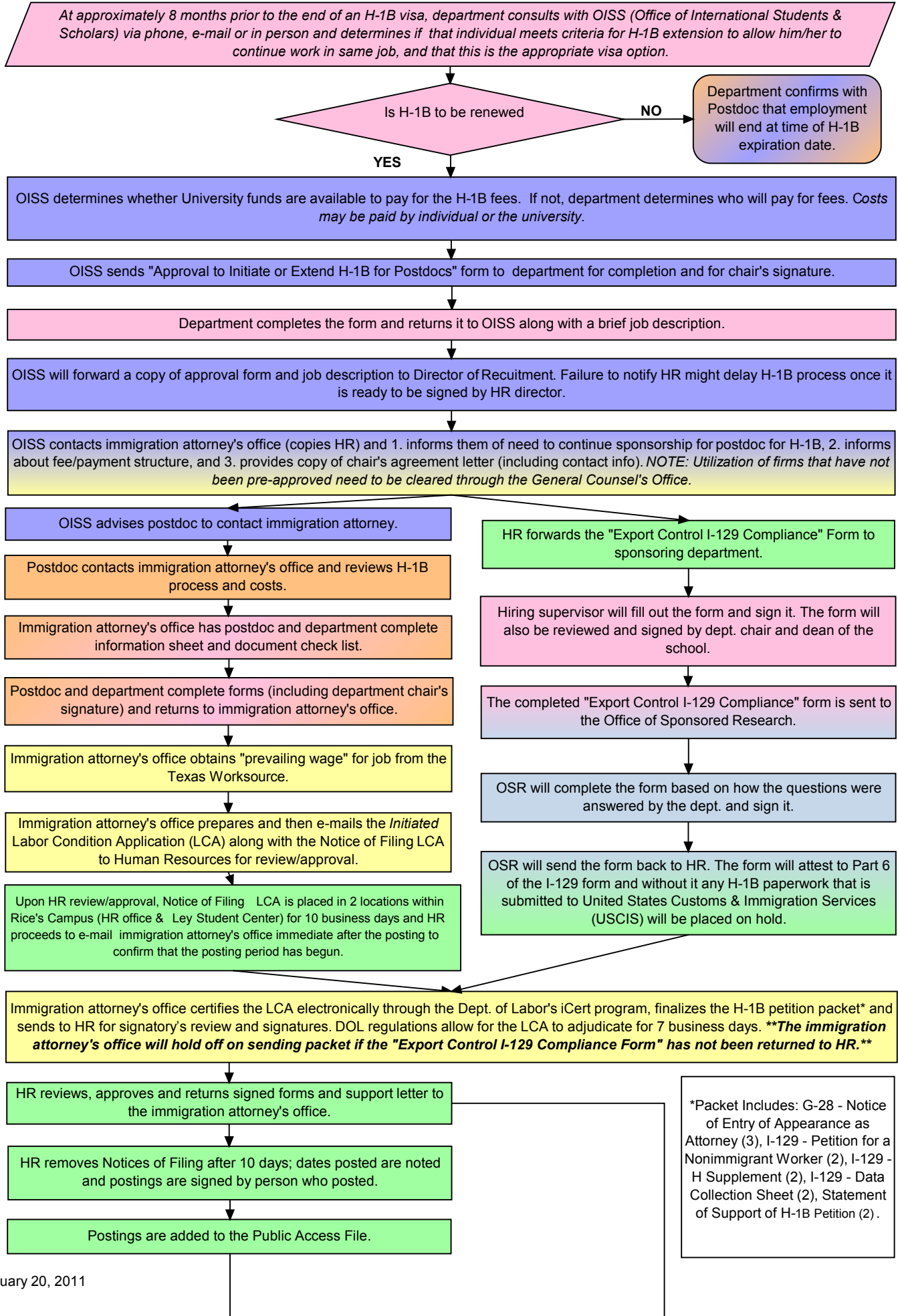


H-1B Extension for Postdocs



H-1B Extension for Postdocs

HR adds to Public Access File

- ◆ LCA Cover Pages - included in the front of binder
- ◆ *Initiated* LCA (replaced by Certified LCA when available)
- ◆ Wage Rate, which is included in LCA
- ◆ Description of Actual Wage System
- ◆ Copy of "prevailing wage" information and it's source (provided by immigration attorney's office)
- ◆ Notices of Filing LCA (2)
- ◆ Summary of benefits offered to U.S. workers and H-1B workers (copy of benefits book included in front of binder)

Once LCA is certified, immigration attorney's office e-mails it to HR; HR prints 4 copies which are signed by Director of Recruitment. 2 copies are sent back to attorney's office. 1 copy is placed in Public Access File and 1 copy is given to Postdoc along with Acknowledgment of Receipt of LCA.

Postdoc signs Receipt and returns it to HR as proof that LCA was provided to postdoc **Must be given to employee no later than 1st work day**

LCA is filed with the USCIS attesting that:

- 1) H-1B employee will be paid at least the actual wage or "prevailing wage," whichever is higher.
- 2) The employment of the H-1B individual will not adversely affect the working conditions of other workers similarly employed,
- 3) That at the time of filing the LCA there are no layoffs, strikes, lockouts or work stoppages in the H-1B individual's occupation,
- 4) A copy of the LCA will be posted for 10 business days in two places on the employer's premises.

USCIS issues "receipt of filing" to employer.

About 2-5 months the Approval notice (I-797) is received. (2-5 weeks if it was premium processed) The attorney's office prepares the H-1B approval packet and sends it to HR. HR will contact employee/department to pick up packet.

Postdoc updates appropriate records(i.e., I-9 Forms, tax status, immigration database, etc.) with new status to HR, Payroll and OISS.

Department	
Office of International Students & Scholars	
Human Resources	
Postdoc	
Attorney's Office	
Office of Sponsored Research	
Government	

TERMINATION OF EMPLOYMENT:

If a postdoc is working under an H-1B Visa and ends employment either voluntarily or involuntarily prior to his/her H-1B Visa end date, the **university must work with the immigration attorney to revoke the current H-1B effective with the employment termination date.**

The following steps should be followed:

1. On the termination form, the department should indicate by checking the appropriate box on the form, that the terminating employee is a current H-1B Visa holder.
2. Human Resources will contact the immigration attorney's office and notify them of the early termination date and the need to revoke the H-1B Visa. The fee (approx. \$200) for revoking the H-1B visa will be paid by the department.