In our continuing effort to improve customer service, reduce processing times and minimize institutional risk, IPSO has instituted comprehensive changes to our forms, procedures and website. We appreciate your patience and cooperation as we institute these changes and encourage you to carefully review this edition of our IPSO FACTO.

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**CHANGES AND TERMINATIONS**

**Importance of Reporting Changes and Terminations**

*What could happen if IPSO is not notified of a change in department, duties, title or salary of an international employee or scholar?*

One department withdrew a promotion when they realized it would result in a required salary increase that they could not afford. Another department had not anticipated they were violating federal regulations by changing the J-1 scholar from a researcher to an administrator.

Managers and Faculty Supervisors of international employees and scholars are expected to be aware of the IPSO policies and procedures that govern the hosting and sponsorship process. In the case of international employees, department's can even incur financial obligations to sponsored employees who are terminated early. Please review these forms carefully. Separate forms are now available for exchange visitors (J status) and employees (H-1B, TN, O-1 and E-3 status.) The GRU College or department should submit the appropriate form to IPSO PRIOR to any changes in employment/activity. The form will be reviewed and Managers will be advised whether the proposed changes are allowable and if they will require any amendment to the current immigration status.

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**LINKS TO THE CHANGE OF DUTIES FORMS**


http://www.gru.edu/diversity/ipso/international/documents/notification_change_duties_h1b2014.pdf
Here are a few ways that Managers and Faculty Supervisors of international employees and scholars can maintain compliance with IPSO policies and procedures that govern the hosting and sponsorship process.

1. Use this spreadsheet that IPSO has created to better track pending immigration deadlines.

   http://www.gru.edu/diversity/ipso/international/documents/unit_scholar_log.xlsx

   IPSO will be sending out a pre-populated form for Managers in the first week of October. Managers should review their spreadsheet carefully and advise IPSO if any of the information does not match the department’s current records.

2. Contact Anita Herrington aherring@gru.edu in HR to make sure that you are copied on the “re-verification of employment eligibility” reminders that she sends out to international employees 90 days before the expiration of their employment eligibility documentation on file in HR.

3. Beginning as soon as is convenient, you should accompany your hosted scholars/personnel for their J-1 orientation or H-1B in-processing in the IPSO office.

   IPSO will be looking for each Manager and Faculty Supervisor to do this at least once and as often as possible. Thanks to Sharon Lever for making IPSO aware of the importance of this opportunity. We expect each of you to do this at least once so that you can better understand your obligations and roles in the sponsorship process. We know that you will also want the Faculty Supervisors to be included in at least one of these meetings as well. Finally, send or bring along a translator if it is apparent that your new Exchange Visitor will need one to comprehend the complex information.

OTHER UPDATES

**New Appointment Request System**

To better serve international students, scholars and employees, IPSO has created an online appointment system, available at: http://www.gru.edu/diversity/ipso/appointmentrequest.php

This system provides a convenient means to make an appointment with IPSO advisors and allows IPSO advisors to prioritize appointments. We encourage Managers to share this link with international students, scholars and personnel. We have already notified them a few times by email. There is no need to copy IPSO advisors on these appointment requests.

**Submitting Department Requests**

IPSO has implemented a new process to provide more efficient service. Effective immediately, all Department Request forms should be submitted to IPSO@gru.edu. Please be careful that all fields have been filled out and all signatures are present. Requests will be returned to senders if incomplete. As always, IPSO’s processing forms are frequently updated to reflect changes in regulations, salary requirements and customer needs, so make sure you are using the latest versions of our forms by visiting our forms repository. There is no need to copy IPSO advisors on form submissions to IPSO@gru.edu
FY15 Prevailing Wages

On July 1st, the Department of Labor issued new prevailing wages for fiscal year 2015. These are the minimum wages needed to sponsor international employees for H-1B status for the following staff positions. The IPSO H-1B Staff Department request has been updated to reflect these figures. For all other positions, the higher of the actual or prevailing wage must be paid to qualify for H-1B sponsorship.

- Postdoctoral Fellow: $40,706  (increase of $1,852.00 from FY14)
- Senior Postdoctoral Fellow: $53,102  (increase of $13,102.00 from FY14)
- Research Associate: $28,954  (decrease of $6,364.00 from FY14)
- Research Manager: $34,674  (decrease of $15,017.00 from FY14)

Research Assistant position not eligible for H-1B status

H-1B cases are only available for “specialty occupations”. Current HR minimum qualifications for the Research Assistant position no longer include a required Bachelor degree. Therefore, this position is no longer eligible for H-1B sponsorship. If your unit has current Research Assistants in H-1B status, it will be necessary to promote the employee to at least a Research Associate position for them to maintain H-1B status when their status comes up for extension.

Submission Deadlines for FY16 Summer Hires

To avoid costly premium processing fees, departments are advised to submit H-1B department requests to IPSO no later than February 15th for July and August new hires.

For more information on IPSO International Services, please visit our website.