**UNIVERSITY OF FLORIDA**

**Office of Human Resources**

**Instructions for Generating Actual Wage Report**

Designated administrative staff members in the hiring departments and centers are required to generate the **Actual Wage Report** in-house by accessing their MyUFL accounts. The Security Officer in each unit is required to request and approve specified roles for the designated staff member. Instructions for acquiring the roles that are needed in order to gain access to the Enterprise Reporting / H-1B Status Request for Actual Wage option on the My UFL web site are posted here.

1. Login to [http://my.ufl.edu](http://my.ufl.edu/)

2. Select the following in sequence:

 - “Main Menu”

 - “Enterprise Reporting”

 - "Access Reporting"

 - “Shared Folders"

 - "International Center Folder"

 - "H-1B and E-3 Status - Request for Actual Wage"

3. Select Department Code (first two digits). This gives a list of all department codes starting with these two digits, then select all department codes for (your department).

4. Enter the job code and click "Search". Example: Enter job code 000530 for Assistant Professor. Click "Search". Result: A PDF document with all employees in selected department with a job code of 000530.