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SEPTEMBER 2007 INTERNATIONAL AND POSTDOCTORAL SERVICES OFFICE

Update for Administrative Personnel

GENERAL OFFICE NEWS

IPSO Website *STILL* Under Construction

As we reported last month, the recent resignation of our web master and the substantive changes at MCG and in immigration and postdoc matters required quite a bit of work on our web pages. We apologize if your favorites have been rendered useless. Please look for revisions to be completed soon. In the meantime, if you cannot get to a form or page, please contact St. Paul Gaffney at sgaffney@mail.mcg.edu and he will gladly assist you.

Glitch in the online interactive Postdoc Appointment Form

We appreciate those who pointed out that the online Postdoc Fellows Appointment Form is no longer working as an interactive PDF. We have corrected this problem and a new interactive form is now available and attached to this newsletter.

POSTDOC NEWS

New Postdoc Offer Letter

Attached you will find the latest version (9/07) of the Postdoc Offer Letter. Please begin using this version immediately.

Postdoc Relocations at MCG

In cases where a postdoc relocates to a new department or even a different PI within the same department, please use the following procedures:

- Step 1. Prepare and submit an abbreviated offer letter for IPSO approval.
- Step 2. Send the approved letter to the postdoc.
- Step 3. Prepare and submit the Postdoc Appointment Form and copy of signed offer letter to your school's business operations/administrative dean's office.
- Step 4. Your school's business operations/admin. official signs and forwards Postdoc Appointment Form to fax number 1-9517 for IPSO approval and return to you.

There's no need to submit a Postdoc Appointment Form for a change in salary with the same PI. We are made aware of such changes through the periodic updates from department managers.

Latest Postdoc Statistics

MCG currently has **113** fulltime postdoctoral fellows. The average annual salary for fulltime appointees is **\$35,546**. The salaries range from \$30,000 to \$51,100. Please share this information with your PIs so they can remain competitive in their postdoc salary offers.

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INTERNATIONAL NEWS

New Prevailing Wages

New prevailing wages have been issued by the USDOL effective September 19, 2007. The Postdoc prevailing wage is now \$32,448. Please keep in mind that you must pay the actual wage or the prevailing wage whichever is higher at the time of the new or extended H-1B petition. All employees in the same position title are compared for purposes of calculating your department's actual wage.

Department of Labor (DOL) announces changes to Labor Certification

As mentioned in the last IPSO FACTO, the DOL has issued new regulations regarding the labor certification process for pursuing employment-based permanent residency which were effective July 16, 2007. Since MCG currently does more labor certification cases than any other category of permanent residency, this change will certainly bring a change of business to IPSO. The main regulatory change relevant to how we operate at MCG involves the requirement that employers cover all costs associated with this process. Previously, most departments DO NOT cover these costs; they were paid by the individual employees. So, until you are notified otherwise, departments will incur costs of as much as \$3000 when they agree to sponsor employees for permanent residency.

Payment of USCIS Fees

IPSO has been contacted regarding guidelines for what type of funds may be used to pay these USCIS fees. Since these fees are a required expense, they are considered a "cost of doing business." Therefore, MCG's Vice President for Legal Affairs has approved the use of state dollars as an acceptable source for the payment of these fees. Other discretionary dollars, such as PPG or incentive funds, may also be used. Direct NIH or CIGP grant funds may not be used for this purpose. For those considering other grant monies, please consult the wording of your grant directly or consult your grants officer in the Division of Sponsored Program Administration.

Informing IPSO of H1B Arrivals and Terminations

Please be sure to inform IPSO when a new employee in H1B status arrives at MCG. New arrivals should schedule a meeting with the Coordinator of International Services to verify travel documents and evaluate any future service needs of the employee. Also, please inform IPSO when current H-1B personnel change positions at MCG or leave MCG employment. This will help us keep our records accurate and allow us to update USCIS as necessary. **Please see the attached Termination Form.**

IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT ANY ASPECTS OF THIS NEWSLETTER, PLEASE CONTACT US AT 1-0670.