



IntBuckeye Internal Wage Request Instructions

Follow the instructions for your unit’s decision to accept or decline OIA’s offer using the steps outlined in this handout.

To ACCEPT OIA’s offer to consider this case for an internal wage, complete the following steps in IntBuckeye as soon as possible:

Step 1: Complete the ‘Consideration for Internal Wage Request Form.’

Step 2: Go into IntBuckeye and find the scholar’s record.

Step 3: Go to the H-1B Position E-Form.

Step 4: Under the section, “Previous Contact With OIA,” select “yes.” (See the example below.)

Step 5: In the drop down text box type, “**The unit accepts OIA’s offer.**”

Step 6: Upload the ‘Consideration for Internal Wage Request Form’ into IntBuckeye.

Step 7: Re-submit the H-1B Position E-Form through IntBuckeye to notify OIA the unit’s decision.

[Example of the box in IntBuckeye]

PREVIOUS CONTACT WITH OIA

Does this case have special circumstances about which OIA should know of or have you had previous contact with OIA about this case? YES NO

If responding to consideration for an OIA Internal Wage Determination, type the department’s response accepting or declining the consideration in this box. If you accept the internal wage consideration, **upload** the ‘Consideration for Internal Wage Request Form’ at the bottom of this eform.

Please describe: *

***Note: All seven steps above must be completed before OIA will further review your case for an internal wage determination.**

IntBuckeye Internal Wage Request Instructions continued

To **DECLINE** OIA's offer to consider this case for an internal wage determination, complete the following steps in IntBuckeye as soon possible:

Step 1: Go into the scholar's record in IntBuckeye.

Step 2: Go to the H-1B Position E-Form.

Step 3: Under the section, "Previous Contact With OIA," select "yes."

Step 4: In the drop down text box, type, "**The unit declines OIA's offer.**"

Step 5: Re-submit the H-1B Position E-Form through IntBuckeye to notify OIA the unit's decision.

[Example of the box in IntBuckeye]

PREVIOUS CONTACT WITH OIA

Does this case have special circumstances about which OIA should know of or have you had previous contact with OIA about this case? YES NO

If responding to consideration for an OIA Internal Wage Determination, type the department's response accepting or declining the consideration in this box. If you accept the internal wage consideration, **upload** the '[Consideration for Internal Wage Request Form](#)' at the bottom of this eform.

Please describe: *

***Note: All five steps above must be completed before OIA will continue to process your case using the DOL safe harbor method for an internal wage determination.**

Contact Latasha Carruthers at Carruthers.15@osu.edu if you have difficulty responding in IntBuckeye and/or uploading forms.