



H-2B Foreign Labor Certification Job Order Instructions for Alaska Employers

The H-2B temporary non-agricultural program allows U.S. employers who meet specific regulatory requirements to bring foreign non-immigrant workers to the United States to fill temporary non-agricultural jobs. Before requesting H-2B classification from the U.S. Citizenship and Immigration Services (USCIS), the employer must apply for and receive a temporary labor certification for H-2B workers from the U.S. Department of Labor (DOL) (or Guam DOL, if the employment will be in Guam).

In order to receive an H-2B temporary labor certification, the employer must establish that:

- There are not enough U.S. workers who are able, willing, qualified, and available to do the temporary work.
- The employment of H-2B workers will not adversely affect the wages and working conditions of similarly employed U.S. workers.
- Its need for the prospective worker's services or labor is temporary, regardless of whether the underlying job can be described as temporary. With the exception of a one-time occurrence need that could last up to three (3) years, temporary need will not be approved for longer than 10 months. The employer's need is considered temporary if it is a(n):
 - One-time occurrence,
 - Seasonal need,
 - Peakload need, or
 - Intermittent need.

For more information about the H-2B certification process, visit:

<https://www.dol.gov/agencies/eta/foreign-labor/programs/h-2b>

Submit an H-2B Job Order with the Alaska SWA

1. To create an Alaska H-2B State Workforce Agency (SWA) job order, you will need an account in [AlaskaJobs](#), Alaska's online labor exchange system. You will access your AlaskaJobs account via your designated [myAlaska](#) username. For instructions to set up an AlaskaJobs account as a Recruiter employer or a Third Party Agent representing one or more Alaska employers, see <https://jobs.alaska.gov/>. For staff assistance, seafood industry employers may also contact [Alaska's Seafood Office](#) at dol.seafood@alaska.gov, 1(800)473-0688; all others may contact their local [Alaska job center](#).
2. You can use the [H-2B Job Order Checklist](#) and the attached *Alaska H-2B Job Order Guide* as tools to develop your job order.
3. When you are creating your job order in AlaskaJobs, **check 'Yes' in the Other Information section** of the job order wizard regarding a mandatory job order being filed in connection with an **H-2B** application.

We are an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.



4. **How to Apply - SWA Contact Information** for Alaska H-2B job orders should allow all applicants to apply in AlaskaJobs. Seafood job applicants may contact the Seafood Office at the email address and phone number provided in step 1; all other applicants may contact the Anchorage Midtown job center, midtown.jobcenter@alaska.gov, 1(877)724-2539 or their nearest Alaska job center location. Both offices are located at 3301 Eagle St., Anchorage, AK 99503. *The Alaska FLC program may note alternate contact information as a deficiency in FLAG.*
5. For assistance entering your job order in AlaskaJobs, provide the content of your H-2B job order to the Seafood Office for seafood jobs, or your nearest job center Business Connection staff for all others. Job center staff will review your job order to ensure that it meets Alaska requirements.
6. Once your job order has been reviewed and approved by Alaska job center staff, you may print it/save as a .pdf to submit to the Chicago National Processing Center (CNPC) in FLAG with your application package.
7. **To concurrently submit the job order to the SWA**, notify the Alaska Foreign Labor Certification program at dol.flc@alaska.gov with your AlaskaJobs job order number.

Please note: Your H-2B job order created by job center staff, an agent, or employer in AlaskaJobs, will remain on hold until the SWA receives the Notice of Acceptance from the CNPC, at which time, the Alaska SWA will release the Job Order for clearance and refer qualified applicants.

Alaska H-2B SWA Job Order Guide

Once it is created in AlaskaJobs, your H-2B SWA job order number is submitted to the SWA at dol.flc@alaska.gov in connection with a concurrently submitted *Application for Temporary Employment Certification* for H-2B workers. Use this form as a resource to create your job order in AlaskaJobs.

EMPLOYER INFORMATION		
Legal Entity Name	Company Contact Person	FEIN
Business Name (dba)	Agent (if applicable)	
Street Address	Mailing Address (if different from Street Address)	
City	State	Zip
Phone	Fax	Email Address

WORK SITE LOCATION			
Physical Address		Contact Person	
City	County	State	Zip

JOB INFORMATION							
O*net Code		NAICS Code		# of workers needed		Hours per week	
Job Description:							
<input type="checkbox"/> Temporary		<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time			
Dates of Need: From Date				To Date			
Job Title							
Duties include:							
Shift Hours: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. to _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.							
Work Days: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday							
All Job Requirements that Apply: <input type="checkbox"/> Education Required: _____ <input type="checkbox"/> Months of Experience _____							
<input type="checkbox"/> Lifting Capacity (in pounds): _____ <input type="checkbox"/> Driving Requirements: _____							
<input type="checkbox"/> Certification/License: _____ <input type="checkbox"/> Criminal Background Check (After conditional offer of employment)							

ASSURANCES
<input type="checkbox"/> H-2B workers will be reimbursed in the first workweek for all visas, visa processing, border crossing, and other related fees, including those mandated by the government (excluding passport fees). Transportation and Subsistence Benefits disclosure: If the worker completes 50% of the work contract period, employer will (choose one):

- ☐ Arrange and pay directly transportation and subsistence
- ☐ Reimburse the worker for transportation and subsistence
- ☐ Provide advance payment for transportation and subsistence

from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, employer will provide or pay for worker's reasonable costs of return transportation and subsistence.

- ☐ Transportation (including meals and, to the extent necessary, lodging) to the place of employment will be provided, or its costs to workers reimbursed, if the worker completes half the employment period. Return transportation will be provided if the worker completes the employment or is dismissed early by the employer. Employers will provide daily subsistence rates at a cost of \$_____ per day during travel to a maximum of \$_____ per day with receipts.

All tools, supplies, and equipment will be provided to workers at no charge. ☐ Yes ☐ No

On the job training: ☐ Will ☐ Will not be provided.

WAGES

Hourly Wage \$ _____ Employees will be paid: ☐ Daily ☐ Weekly ☐ Bi-weekly

Computing of Wages

- ☐ Employer will use a single workweek as its standard for computing wages due

Overtime Wage

\$ _____ Check one: ☐ Overtime may be available but is not guaranteed ☐ Overtime will not be available

Deductions

- ☐ Employer will make all deductions from worker's paycheck required by law

Board, Lodging or Fringe Benefits

- ☐ Optional employee only shared housing is available
- ☐ Employer will deduct approved cost of housing \$ _____ per _____ if worker chooses this service.
- ☐ Daily transportation to and from the worksite will be provided to the workers.

REFERRALS

☐ SWA ☐ Applicant should send ☐ Resume ☐ Application to: _____

☐ Mailing Address _____ City _____ State _____ Zip _____

☐ Fax: _____ ☐ Email _____

Applicants can apply via AlaskaJobs, inquire about the job opportunity or send applications and/or resumes to the Alaska Seafood Office for seafood jobs, Anchorage Midtown Job Center for non-seafood jobs, or their nearest Alaska Job Center. Job center staff will refer qualified applicants to the employer or employer's representative. Include contact information indicated in H-2B Foreign Labor Certification Job Order Instructions for Alaska Employers, item #3. *The Alaska FLC program may note alternate contact information as a deficiency in FLAG.*

ADDITIONAL NOTES