



## How to Use the New Jersey Wage Hub CSV Template

This guide describes the content of the CSV Templates zip file which can be used to submit certified payroll information for Step 2 (Employee details, hours worked, and deductions) and Step 3 (Fringe benefits).

The CSV template can be found on the New Jersey Wage Hub by navigating to Contracts > Add/View Certified Payroll > selecting to download the CSV Templates in a zip file from the location shown below.

Please note that only employees of 01 Czlajprwxma may submit certified payroll on 01 Czlajprwxma's behalf.

For security reasons, some text fields do not accept numbers. Numbers will be replaced with an "X" if they are not allowed in the field. Review and edit your data if needed prior to submission.

**MANUALLY SUBMIT A CERTIFIED PAYROLL**

Or

Speed up the process and upload a CSV or PDF. The CSV template is perfect for companies with more than 10 employees. Review [the instructions](#) to get started.

Drag and drop a weekly payroll record for a single project here

**BROWSE FILES**

We can read [this CSV template](#) or an electronically filled PDF. To fill out the MW-562 on your computer, follow [this link](#), enter the data, and click the download button.

**SUBMIT**

You can also download the CSV template files [here](#).

To learn how to unzip files on a PC, [click here](#). To learn how to unzip files on a Mac, [click here](#).

When filling out the CSV template, you must use the input format described below.

If the format entered is incorrect, an error will be shown in the application, and you will be required to edit it or remove it to submit the certification payroll submission form.

Fields may be left blank.



When you upload the CSV, you will be able to review and edit information in the application before certifying.

## CSV File for Step 2 - Employee Details, Hours Worked, and Deductions

The content of the file named Employee\_Hours\_Worked\_Deductions\_Step\_2.csv corresponds to Step 2 in the certified payroll form (Employee details, hours worked, and deductions).

Column	Column Name	Description	Input Format
A	Employee_Name	Employee's legal first and last names.	Text
B	Address	Employee address	Text or numeric
C	Job_Title	Apprentice, Foreman, or Journeyman	One of: Apprentice, Foreman, Journeyman
D	Work_Classification	Select a relevant classification from the options on <a href="#">this site</a> .	Text or numeric
E	Sex	M - Male F – Female X- Non-binary	M/F/X
F	Race	W - White B - Black or African American A - Asian N - Native Indian or Native Alaskan M - 2 or More	W/B/A/N/I/M
G	Ethnicity	H - Hispanic N - Non-Hispanic	H/N



Column	Column Name	Description	Input Format
H	Date_Sun	Select the date that corresponds to the Sunday of the relevant week.	mm/dd/yyyy
I	Date_Mon	Select the date that corresponds to the Monday of the relevant week.	mm/dd/yyyy
J	Date_Tue	Select the date that corresponds to the Tuesday of the relevant week.	mm/dd/yyyy
K	Date_Wed	Select the date that corresponds to the Wednesday of the relevant week.	mm/dd/yyyy
L	Date_Thu	Select the date that corresponds to the Thursday of the relevant week.	mm/dd/yyyy
M	Date_Fri	Select the date that corresponds to the Friday of the relevant week.	mm/dd/yyyy
N	Date_Sat	Select the date that corresponds to the Saturday of the relevant week.	mm/dd/yyyy
O	Hours_Sun_S	Enter the number of <b>straight</b> hours worked in the following format: HH.MM e.g. 8.5.	HH.MM
P	Hours_Mon_S	Enter the number of <b>straight</b> hours worked in the	HH.MM



Column	Column Name	Description	Input Format
		following format: HH.MM e.g. 8.5.	
Q	Hours_Tue_S	Enter the number of <b>straight</b> hours worked in the following format: HH.MM e.g. 8.5.	HH.MM
R	Hours_Wed_S	Enter the number of <b>straight</b> hours worked in the following format: HH.MM e.g. 8.5.	HH.MM
S	Hours_Thu_S	Enter the number of <b>straight</b> hours worked in the following format: HH.MM e.g. 8.5.	HH.MM
T	Hours_Fri_S	Enter the number of <b>straight</b> hours worked in the following format: HH.MM e.g. 8.5.	HH.MM
U	Hours_Sat_S	Enter the number of <b>straight</b> hours worked in the following format: HH.MM e.g. 8.5.	HH.MM
V	Total_Hours_S	Enter the <b>total</b> number of <b>straight</b>	HH.MM



Column	Column Name	Description	Input Format
		hours worked in the following format: HH.MM e.g. 8.5.	
W	Hourly_Rate_S	Enter the hourly rate in the following format \$XXX.XX e.g. \$95.50.	\$XXX.XX
X	Hours_Sun_O	Enter the number of <b>overtime</b> hours worked in the following format: HH.MM e.g. 2.5.	HH.MM
Y	Hours_Mon_O	Enter the number of <b>overtime</b> hours worked in the following format: HH.MM e.g. 2.5.	HH.MM
Z	Hours_Tue_O	Enter the number of <b>overtime</b> hours worked in the following format: HH.MM e.g. 2.5.	HH.MM
AA	Hours_Wed_O	Enter the number of <b>overtime</b> hours worked in the following format: HH.MM e.g. 2.5.	HH.MM
AB	Hours_Thu_O	Enter the number of <b>overtime</b> hours worked in the	HH.MM



Column	Column Name	Description	Input Format
		following format: HH.MM e.g. 2.5.	
AC	Hours_Fri_O	Enter the number of <b>overtime</b> hours worked in the following format: HH.MM e.g. 2.5.	HH.MM
AD	Hours_Sat_O	Enter the number of <b>overtime</b> hours worked in the following format: HH.MM e.g. 2.5.	HH.MM
AE	Total_Hours_O	Enter the <b>total</b> number of <b>overtime</b> hours worked in the following format: HH.MM e.g. 2.5.	HH.MM
AF	Hourly_Rate_O	Enter the hourly rate in the following format \$XXX.XX e.g. \$95.50.	\$XXX.XX
AG	Gross_Week	Enter the total gross wages earned this week, on all projects worked (including private work).	\$XXX.XX
AH	Gross_Project	Enter the total gross wages earned on this	\$XXX.XX



Column	Column Name	Description	Input Format
		project, this week.	
AI	Deductions_FICA	Enter the amount of weekly FICA deductions.	\$XXX.XX
AJ	Deductions_State_Tax	Enter the amount of weekly stat tax deductions.	\$XXX.XX
AK	Deductions_Fed_Tax	Enter the amount of weekly federal tax deductions.	\$XXX.XX
AL	Deductions_Other	Enter the dollar amount of other weekly deductions.	\$XXX.XX
AM	Deductions_Total	Enter the total weekly deductions	\$XXX.XX
AN	Net_Wages_Week	Subtract Deductions_Total from Gross_Week to get Net_Wages_Week.	\$XXX.XX
AO	Fringe_Benefit_Hourly_Cost	Enter the hourly payment for fringe benefits.	\$XXX.XX

## CSV File for Step 3 - Fringe Benefits

The content of the file named Fringe\_Benefits\_Step\_3.csv corresponds to Step 3 in the certified payroll form (Fringe Benefits).



Column	Column Name	Description	Input Format
A	Program_Title/Individual_Worker	Name of the benefit program	Text or numeric
B	Health/Welfare	Enter the cost per hour paid towards health/welfare.*	\$XXX.XX
C	Vacation/Holiday	Enter the cost per hour paid towards vacation/holiday.*	\$XXX.XX
D	Apprenticeship/Training	Enter the cost per hour paid towards apprenticeship/training.*	\$XXX.XX
E	Pension	Enter the cost per hour paid towards pension.*	\$XXX.XX
F	Other_Benefit_Type	Describe any additional benefit type not covered in the fields above.	Text or numeric
G	Other_Benefit_Amount	Enter the cost per hour paid towards other benefits.*	\$XXX.XX
H	Name_Address_of_Benefit_Plan	Enter the address of the additional benefit plan described in columns F and G.	Text
I	USDOL_Benefit_Plan_Filing_Number	A nine-digit number assigned to the	Numeric





Column	Column Name	Description	Input Format
		employer or plan sponsor by the IRS.	
J	Third_Party_Trustee_Contact	The contact person responsible for administering the benefit plan.	Text or numeric

\* To calculate the cost per hour, divide 2000 hours into the benefit cost per year per employee.