



# How to Use New Jersey Wage Hub

## Contractors and Subcontractors

### About

The New Jersey Wage Hub collects public works contracts and certified payrolls in accordance with the Prevailing Wage Act and the Diane B. Allen Act.

By submitting certified payroll and/or contract/project details on the New Jersey Wage Hub, you

1. comply with the requirements of the Prevailing Wage Act.
2. comply with the requirements of the Diane B. Allen Act.
3. eliminate the need to submit additional paperwork to contracting agencies, on the condition that the contracting agency is *also* using the New Jersey Wage Hub and agrees to receive the certified payrolls in this format.

The New Jersey Wage Hub offers the following services:

1. Submit project details (prime contractors *only*).
2. Submit certified payroll by manually entering the data in the New Jersey Wage Hub, uploading an electronically filled out MW-562, using the New Jersey Wage Hub's CSV template, or duplicating and editing a previous week's submission.
3. View project details.
4. View certified payroll, organized by project.

*Note: More features will be added over time, so check back to see new additions in the latest releases.*

For questions and comments about the site, please contact [njwagehubinfo@dol.nj.gov](mailto:njwagehubinfo@dol.nj.gov).

For corrections to your trade name, FEIN, certificate registration number, and business location, please contact [pwcp@dol.nj.gov](mailto:pwcp@dol.nj.gov).

*Note: If your business is not registered with the New Jersey Department of Labor & Workforce Development, you will be required to register to use the New Jersey Wage Hub. To get started, please email [pwcr@dol.nj.gov](mailto:pwcr@dol.nj.gov).*

### Log In

Login to the New Jersey Wage Hub with your My New Jersey Account at <https://njwages.nj.gov/>.



Your MyNewJersey account must be registered with Employer Accounts. If you do not have access, please [register here](#).

Please note that New Jersey Wage Hub supports all modern browsers: Chrome, Firefox, Edge, and Safari.

## Sign Up

When you register, you will be prompted to sign into your My New Jersey account.

Once you have logged into MyNewJersey, you will be redirected to a New Jersey Wage Hub screen.

Register on the New Jersey Wage Hub with the following information:

Field	Details
First Name*	Legal first name
Last Name*	Legal last name
Email Address*	This field will be automatically filled in based on the address used to register for My New Jersey.
FEIN*	9-digit FEIN without the leading and trailing zeroes.
Contractor Registration Certificate Number	A typically 6-digit registration number received from the New Jersey Department of Labor & Workforce Development on registration. If you are unsure about your registration certificate number, please visit <a href="#">this link</a> .
Phone Number*	10-digit phone number, including area code.
Job Title	Your current job title (optional).



## Site Navigation

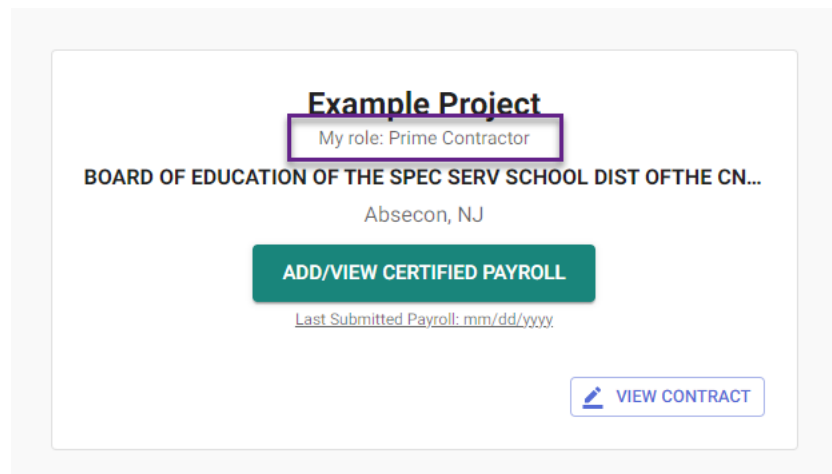
New Jersey Wage Hub has two tabs:

1. Projects - view, edit, add new projects and view/submit certified payroll
2. Staff – displays all your staff who have accessed the New Jersey Wage Hub

## Projects

Upon login, you will be taken to Projects.

This tab contains all the Projects associated with you in your role *either* as a prime contractor or as a subcontractor.



If the contracting agency operating the project you are working on has added the Project details to the New Jersey Wage Hub and named you as a **prime contractor** on the project, a contract card with the name of the project, public body, and your role will already appear in this tab.

Likewise, if you are a **subcontractor**, and a prime contractor has named you on a project, a contract card with the name of the project, public body, and your role will already appear in this tab.

*Note: It is only possible to add certified payroll once the Project details exist in New Jersey Wage Hub.*



## Find Project

If

- there are no projects in your account
- the project you are looking for does **not** appear in your account
- or you are a **subcontractor** who does not see a project

please click on Find Project.

When searching for a project, you can search by one or more of the following fields:

- Public body
- Project name
- Project location
- Contract/Project ID

*Note: this value must match the existing contract/project ID exactly. Partial matches on this field will not be shown.*

If the project does not yet exist in the system, **prime contractors only may Add Project** or reach out to the contracting agency to submit the contract on the New Jersey Wage Hub.

## Add Project

If the project you are looking for has *not* been added to the New Jersey Wage Hub and you are the **prime contractor on this project**, please click Add Project.

All fields are required *except*:

- Project description
- Subcontractors

To ensure the accuracy of the reporting, please verify that all details are correct before submitting a Project.



Field	Description
Public Body Name	As you start typing in this field, a list of New Jersey public bodies will appear. Hit enter or click on your selection in the dropdown to populate this field.
Contract/Project ID	The format of this value will vary between public bodies, as each has its own naming conventions. If you are unsure about this value, please contact the public body.
Project Type	Select either Construction or Maintenance from the dropdown.
Project Status	Project Status is set to "Active" by default.  When a prime contractor marks "Final Certification" on a certified payroll submission, the project will automatically become "Complete."
Award Date	The date this contract was signed by the contracting agency. <b>Once the contract is submitted, this field cannot be edited.</b>
Award Amount	Enter the US Dollar value of this contract/project.
Project Mailing Address	The street address where project work takes place.
City	Select from a dropdown of New Jersey cities.
State	New Jersey (NJ)
County	Select from a dropdown of New Jersey counties.
Zip Code	Enter a 5-digit zip code.



Subcontractors (Optional)	<p>Name subcontractors working on the project by adding the FEIN, certificate registration number, and an optional description.</p> <p>The subcontractor company name will automatically be populated once you submit the contract or save the changes.</p> <p>If you are unsure about a subcontractor’s registration certificate number, please visit <a href="#">this link</a>.</p> <p><b>As a prime contractor, you can add subcontractors both to projects you have created and those that public bodies have created.</b></p>
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*Note: You will not be able to submit the contract if the required fields contain errors. All fields with an invalid input will appear in red with helper text on how to correct the error.*

### Editing A Project

Both prime contractors and public bodies may add projects to the New Jersey Wage Hub.

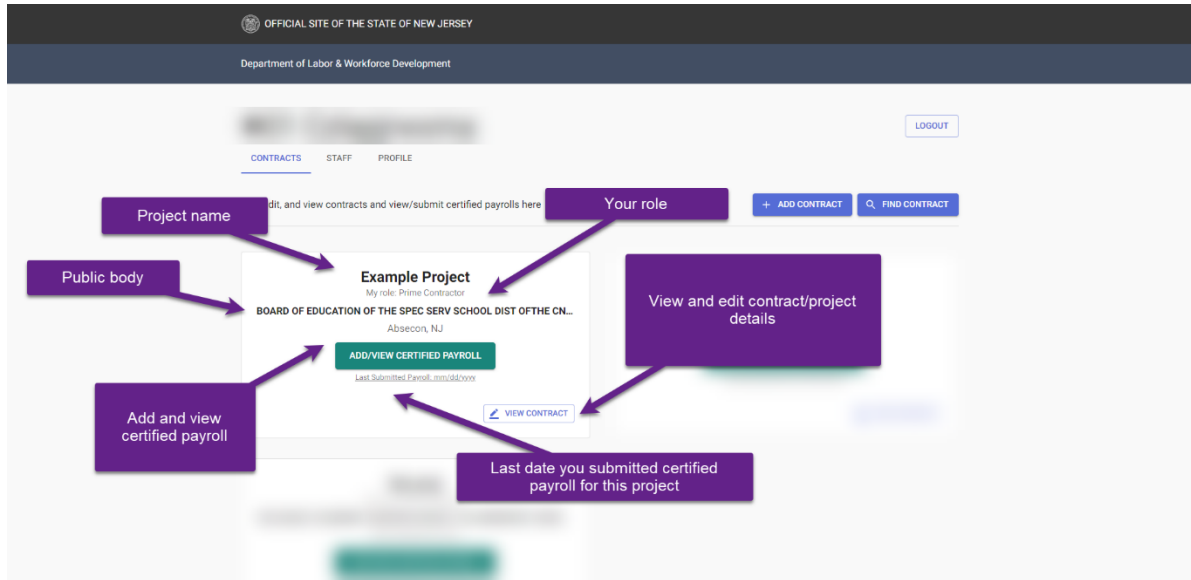
The entity responsible for creating the project will be able to edit the project details.

However, **only prime contractors** will be able to edit the **Subcontractors** fields both in projects they have created as well as projects created by public bodies.

### Project Cards

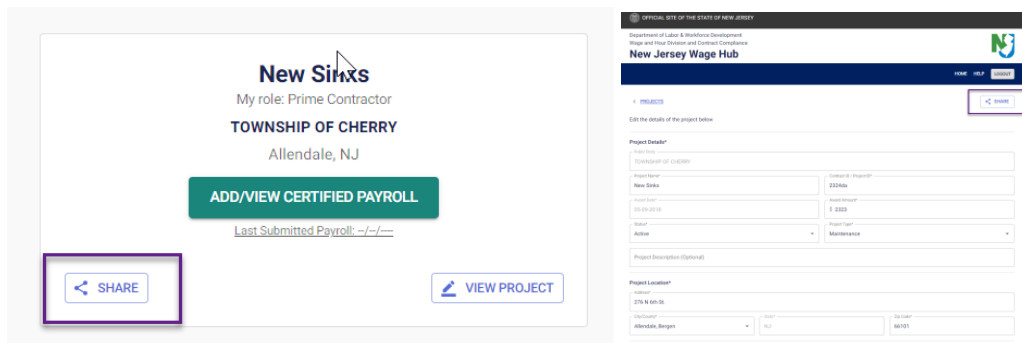
As projects are added to your account, they will appear as project cards in the Projects tab.

From the project card, you can access the details of the project as well as certified payrolls.



## Sharing A Project

A project can be shared either from the project card or from within the project itself.



When you share a project, you can share with up to thirty email addresses at a time.

You may wish to share a project with

- Public body stakeholders who can view all certified payroll in the New Jersey Wage Hub
- A certified payroll administrator in your own company
- A subcontractor

When you share a project, the email recipients will receive an email with the



- Project Name
- Contract/Project ID
- Project Location
- Prime Contractor
- Award Date
- Award Amount

as well as a link to sign up or register for the New Jersey Wage Hub.

## Certified Payroll Submission History

From the Certified Payroll Submission History table, you can click Add/View Certified Payroll to add a new certified payroll to a project or to view past submissions.

The table below shows all submitted certified payrolls on the selected contract/project.

Prime contractors will see their own certified payroll **in addition** to subcontractors' certified payroll.

To see subcontractors' certified payroll, click on the tab labeled "Subcontractor Submissions" below.

## Certified Payroll Submission History

### [New Access Road](#)

Department of Treasury - Construction Management Services / Division of Property Management & Construction (DPMC) • Edison, NJ •  
Contract ID / Project ID: 2023-7-12xy

MY SUBMISSIONS		SUBCONTRACTOR SUBMISSIONS		ADDED PAYROLL	
Contractor Name	Confirmation Nu...	Registration Status	Debarment Status		Added Payroll
01 Czlapjrwma	20230720-93	Registered			<a href="#">VIEW</a>
01 Czlapjrwma	20230705-92	Registered		7/8/2023	<a href="#">DUPLICATE &amp; EDIT</a> 7/5/2023 <a href="#">VIEW</a>
01 Czlapjrwma	20230705-91	Registered		7/7/2023	<a href="#">DUPLICATE &amp; EDIT</a> 7/5/2023 <a href="#">VIEW</a>
01 Czlapjrwma	20230705-90	Registered	2/24/2023	2/12/2023	<a href="#">DUPLICATE &amp; EDIT</a> 7/5/2023 <a href="#">VIEW</a>
01 Czlapjrwma	20230705-89	Registered		7/7/2023	<a href="#">DUPLICATE &amp; EDIT</a> 7/5/2023 <a href="#">VIEW</a>
01 Czlapjrwma	20230705-88	Registered		6/30/2023	<a href="#">DUPLICATE &amp; EDIT</a> 7/5/2023 <a href="#">VIEW</a>

As certified payrolls are added to a project, they will all automatically be displayed in this table, in real time.





## Certified Payroll Submission History

**A** [New Access Road](#)

Department of Treasury - Construction Management Services / Division of Property Management & Construction (DPMC) • Edison, NJ •  
**B** Contract ID / Project ID: 2023-7-12xy

MY SUBMISSIONS		SUBCONTRACTOR SUBMISSIONS						+ ADD CERTIFIED PAYROLL
<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	
Contractor Name	Confirmation Nu...	Registration Status	Debarment Status	Date Wages Due ...	Week Ending Date	Submitted Date	Certified Payroll	
01 Czlapjrwxxma	20230720-93	Registered		9/30/2022	9/23/2022 DUPLICATE & EDIT	7/20/2023	VIEW	
01 Czlapjrwxxma	20230705-92	Registered			7/8/2023 DUPLICATE & EDIT	7/5/2023	VIEW	
01 Czlapjrwxxma	20230705-91	Registered			7/7/2023 DUPLICATE & EDIT	7/5/2023	VIEW	
01 Czlapjrwxxma	20230705-90	Registered		2/24/2023	2/12/2023 DUPLICATE & EDIT	7/5/2023	VIEW	
01 Czlapjrwxxma	20230705-89	Registered			7/7/2023 DUPLICATE & EDIT	7/5/2023	VIEW	
01 Czlapjrwxxma	20230705-88	Registered			6/30/2023 DUPLICATE & EDIT	7/5/2023	VIEW	

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- The Project name is a link to the contract/project details.
- A short summary of the project details including the public body, project location, and the contract ID/project ID.
- The name of the contractor. *Note: prime contractors will be able to see their own certified payroll in the default tab and subcontractors' certified payroll by clicking on the tab labeled "Subcontractor Submissions."*
- When a certified payroll is submitted in the New Jersey Wage Hub, we generate a unique confirmation number which also appears in your email confirmation.
- Registration status at the time the certified payroll was submitted to the New Jersey wage Hub.
- Debarment status (if relevant) at the time the certified payroll was submitted to the New Jersey wage Hub.
- Date Wages Due & Paid is populated based on the data in your certified payroll submission.



- h) Week Ending Date is populated based on the data in your certified payroll submission.
- i) Submitted Date indicates when this form was submitted in the New Jersey Wage Hub.
- j) Click "View" to see the certified payroll submitted for this week.

## Submit Certified Payroll

There are five ways to submit weekly certified payroll:

1. Manually enter the data
2. Duplicate & edit a previous week's data
3. Electronically fill out the MW-562 form and upload it
4. Fill out a CSV template and upload it
5. Upload the certified payroll export from Quantum Software Solutions

### Manually Enter The Data

The certified payroll form on the New Jersey Wage Hub is divided into four steps:

1. Company Details
2. Employee Hours Worked & Deductions
3. Fringe Benefits
4. Certification

While editing the certified payroll form, you can return to any of the steps at any time by navigating in the stepper or clicking on the numbered section title.

### Step 1

In each step, there is helper text to indicate which part of the MW-562 corresponds to the steps in New Jersey Wage Hub.

Step 1 correlates to page 1 (top section) of the MW-562.

In Step 1, the following fields will be prefilled:

- Trade Name
- FEIN
- Certificate Registration Number
- Project Name
- Contract/Project ID



- Business Address
- Project Location

If you identify an error in the following fields, please contact [pwcp@dol.nj.gov](mailto:pwcp@dol.nj.gov).

- Trade Name
- FEIN
- Certificate Registration Number
- Business Address

If you identify an error in the following fields, please update the project details or contact the owner of the project to update these details:

- Project Name
- Contract/Project ID
- Project Location

*Note: Week Ending date is required. If this is your final certification, please indicate this below the Week Ending Date field by ticking the box.*

**Step 2**

In Step 2, you will fill out the hours worked and deductions per employee.

Step 2 correlates to page 1 (bottom section) of the MW-562.

**Employee Details**

<b>Field</b>	<b>Description</b>
Employee Name (first and last)	Legal first and last name.
Employee Address	Employee street address, city, and state.
Job Title	Start typing in the field or select Apprentice, Journeyman, or Foreman from the dropdown menu.
Sex	Start typing in the field or select M (male, F (female), or W (non-binary) from the dropdown menu.
Race	Start typing in the field or select W (White), B (black), A (Asian), N (American Indian or Native Alaskan), I (Native Hawaiian or Pacific Islander), M



	(two or more) from the dropdown menu.
Ethnicity	Start typing in the field or select H (Hispanic) or N (Non-Hispanic) from the dropdown menu.
Occupational Category/Work Classification	Start typing to complete your selection or choose from the dropdown menu. <a href="#">The occupational categories, work classifications, and corresponding rates</a> may be updated from time and time.

### Hours Worked This Week

Field	Description
Day & Date	Select a day and date from the calendar picker.
Straight Time	All hours worked on the selected day.
Total Hours (Straight Time)	Total of all weekly hours worked up to 40 hours.
Hourly Rate (Straight Time)	Hourly rate in US Dollars.
Overtime	All hours worked in excess of 40 hours a week.
Total Hours (Overtime)	Total of all hours worked over 40 hours a week.
Hourly Rate (Overtime)	Hourly rate in US Dollars.

### Deductions

Field	Description
FICA	All Federal Insurance Contributions Act (FICA) (payroll tax) deducted from the employee's weekly paycheck.
Federal Tax	All federal taxes deducted from the employee's weekly paycheck.



State Tax	All state taxes deducted from the employee’s weekly paycheck.
Other	Any other deductions from the employee’s weekly paycheck.
Specify	Additional deductions from the employee’s weekly paycheck.

### Step 3

In step 3, you will indicate which employees have received fringe benefits paid to approved plans, funds, or programs or in cash.

Step 3 corresponds to page 2 (table section) of the MW-562.

If fringe benefits are paid to approved plans, funds, or programs or in cash, check the box next to 3 (a) and fill out the details of the table below by clicking Add Benefit.

Field	Description
Program Title, Classification Title, or Individual Worker	Name of the program or first and last legal names of the individual worker.
Health/Welfare	A US dollar amount paid towards health/welfare.
Vacation/Holiday	A US dollar amount paid for vacation/holiday.
Apprenticeship/Training	A US Dollar amount paid towards apprenticeship/training.
Pension	A US Dollar amount paid to pension funds.



Other Benefit Type and Amount	Title the additional benefit not covered by the options above and include a US Dollar amount.
Name & Address of Fringe Benefit Fund, Plan, or Program Administrator	Name and business address of the fund/plan/program which pays the benefits described above.
USDOL Benefit Plan Filing Number/EIN	A nine-digit number assigned to the employer or plan sponsor by the IRS.
Third-Party Trustee and/or Contact Person	The contact person responsible for administering the benefit plan.

If fringe benefits were paid in cash, check box 3(b).

Note: Both 3(a) and 3(b) can be checked.

#### Step 4

In Step 4, you will certify the payroll.

The following fields will be prefilled:

- Trade Name
- Project Name
- Project Location
- In section 4(a) and 4(b), your selection will be based on what you selected in step 3(a) and 3(b)

To complete the certification:

- Fill in the payroll period using the date picker
- Check the box acknowledging that your electronic signature has the same legal effect as a written signature
- Fill in your full name
- Date
- Title (optional)

Hit Submit.

Note: Once the form is submitted, it will not be possible to edit the form. If you need to make corrections, please resubmit the form with ***the same week ending date***.



To resubmit a form with a correction, use the Duplicate & Edit function described below.

## Duplicate & Edit

The Duplicate & Edit function can help expedite the submission of certified payroll when the same or similar employees are working on a project for an extended period.

To duplicate & edit a previous week's certified payroll, you can:

1. Go to the Certified Payroll Submission History Table and select "Duplicate & Edit" in the Week Ending column.
2. View a submitted certified payroll and select the Duplicate & Edit button at the top of the form.

The screenshot shows the 'Certified Payroll Submission History' page. At the top, there is a breadcrumb '< CONTRACTS' and a link 'New Sinks'. Below that, the location and contract details are listed: 'ENGLEWOOD CLIFFS BORO • Englewood Cliffs, NJ • Contract ID / Project ID: NJT10-12323'. A table with the following columns is displayed: Confirmation Number, Date Wages Due & Paid, Week Ending Date, Submitted Date, and a set of action buttons. The first row contains the following data: Confirmation Number: 20230501-179, Date Wages Due & Paid: 3/7/2023, Week Ending Date: 3/4/2023, Submitted Date: 5/1/2023. A purple callout box labeled 'Option #1' has an arrow pointing to the 'DUPLICATE & EDIT' button in the 'Week Ending Date' column. Other buttons include '+ ADD CERTIFIED PAYROLL' and 'VIEW CERTIFIED PAYROLL'.

The screenshot shows the 'Certificated Payroll Submission' form. At the top, it identifies the user as 'Department of Labor & Workforce Development, Division of Wage & Hour' and the 'New Jersey Wage Hub'. A navigation bar includes 'HOME', 'HELP', and 'LOGOUT'. Below the header, there is a breadcrumb '< BACK' and a purple callout box labeled 'Option #2' with an arrow pointing to the 'DUPLICATE AND EDIT' button. The form details include: 'ENGLEWOOD CLIFFS BORO Englewood Cliffs, NJ • Contract ID / Project ID: NJT10-12323 • Confirmation No: 20230501-179 • Week ending date: 03/04/2023'. A progress indicator shows four steps: 1. Company Details (active), 2. Employee Hours Worked & Deductions, 3. Fringe Benefits, and 4. Certification. A 'DOWNLOAD COPY' button is also present. The '1. Company Details' section contains a message: 'Some prefilled data has been taken from the New Jersey Department of Labor & Workforce Development. If your Tradename, FEIN, Business Address or Certificate Registration Number are incorrect, please contact [pwcp@dol.nj.gov](mailto:pwcp@dol.nj.gov). For any other corrections, please update the details of this contract or contact the contract owner.' Below this message are input fields for 'Trade Name' (containing '01 Czlapjwzma'), 'FEIN' (containing '\*\*\*\*\*'), 'Project Name' (containing 'New Sinks'), and 'Contract ID / Project ID' (containing 'NJT10-12323').

In both cases, you will be redirected to a new certified payroll form that is a "Copy of mm/dd/yyyy" and prompted to edit details in step 1 and 4 as well as review and update the details in steps 2 and 3, as necessary.



## Electronically-Filled MW-562

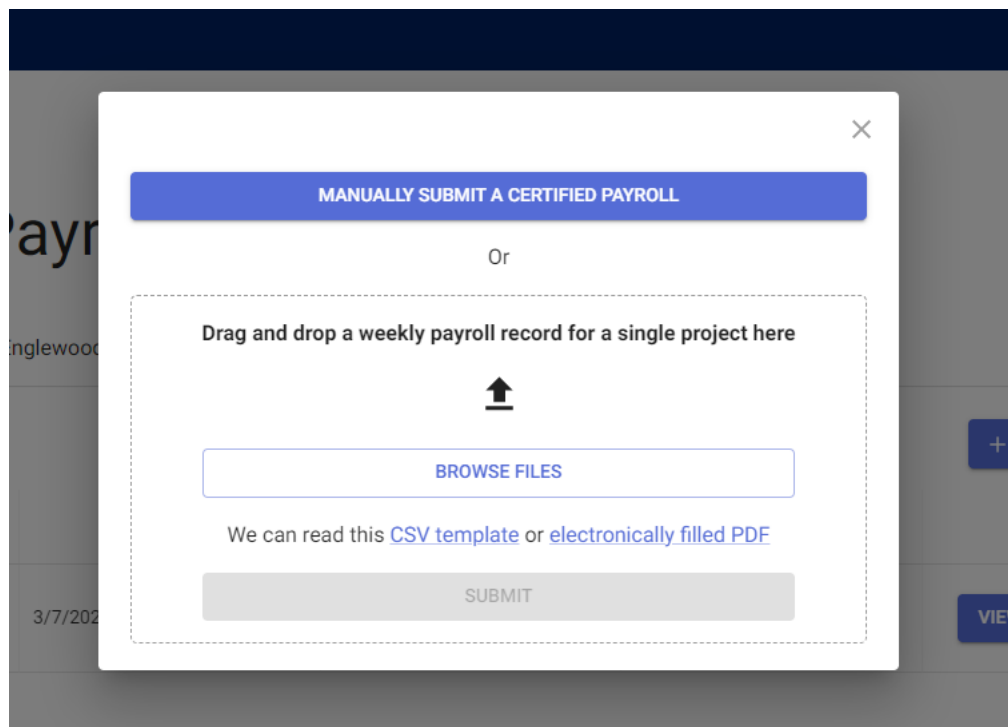
The New Jersey Department of Labor & Workforce Development provides [a digital MW-562 form](#) for submitting weekly certified payroll, accessible here or on the New Jersey Wage Hub.

If you wish to use this form to submit to New Jersey Wage Hub, please

1. Fill out the MW-562 on a computer
2. Save a copy of the file with your changes
3. Click “Add Certified Payroll” in the Certified Payroll Submission History Table
4. Drag & drop the file into the window shown below
5. Click Submit

The data of your saved form will populate in Steps 1-4; please review to make sure the data is accurate and update any missing or invalid data.

A summary of invalid inputs and missing fields will be shown for each step.



## CSV Template

The New Jersey Department of Labor & Workforce Development provides a [CSV template](#) for submitting weekly certified payroll, accessible here or on the New Jersey Wage Hub.





The zip folder contains 3 files:

1. A CSV template to add employee hours worked & deductions (step 2 in New Jersey Wage Hub)
2. A CSV template to add fringe benefits (step 3 in the New Jersey Wage Hub)
3. Instructions describing the headers (column titles) of the two CSV files

If you wish to use this form to submit to New Jersey Wage Hub, please

1. Unzip the files. To unzip files on a PC, click [here](#). To unzip files on a Mac, [click here](#).
2. Fill out the CSV templates with each row representing a single employee's data
3. Save the file to your computer with an easily identifiable name
4. Click "Add Certified Payroll" in the Certified Payroll Submission History Table
5. Drag & drop the file into the window
6. Click Submit

The data of your saved form will populate in Steps 1-4; please review to make sure the data is accurate and update any missing or invalid data.

A summary of invalid inputs and missing fields will be shown for each step.

*Note: it is only possible to upload two files (one for Step 2 and one for step 3).*

### Quantum Software Solutions

Quantum Software Solutions can generate a certified payroll export that the NJ Wage Hub can consume directly from their interface.

Print the Certified Payroll Reports from this screen.  
Enter the Week Ending Date, select a Customer if desired, then select a Project.

Week Ending Date: 08/01/2023 Report Date: 10/27/2023 Date Wages Paid: 08/01/2023

Customer Company ID: [dropdown] (leave blank for all projects for all companies)

Select Project: 123 Owners-New High School 123 Owners Inc.

Report Type: NJ Department of Labor MW-562 (623) Report/File Upload Next Report Due

Payroll Report Number: 1 Final: Show Project Address: Show Project ID:

Show Address: Show Phone: Show Full SSN: Show SSN Last 4 Digits Only: Open Project

Show Employee Info on Every Line: Print Electronic Signature: (recommended on VH-347 eff. 1/18/2009)

Cory Smith (blank if none) Print To: Print Preview

Create Files for NJ DOL Upload	View/Print Utilization Reports	Print Multiple Reports
Print Certification Page	Print Entire Report	Print Instructions
Print Reports for Date Range	Print All Reports	Print/Upload Previous Reports
	Attachments	Add New Time Cards
	View Time Cards	

Num: 0

### Certified Payroll Submission Email Confirmation



Upon submission of a certified payroll, an email confirmation is sent to your email.

The email contains a unique confirmation number which is also visible in the Certified Payroll Submission History Table.

Once a certified payroll is submitted, this information is visible to the contracting agency and to the New Jersey Department of Labor & Workforce Development.

## Automatic Reminders to Submit Certified Payroll

Once you have been added to a project, an automatic email reminder to submit weekly certified payroll will be sent from the system once a week on Monday, at 10 AM EST.

The email will contain a reminder for *all projects* you have been named on in the New Jersey Wage Hub.

All members of your staff using the New Jersey Wage Hub will receive these reminders.

## Downloading Certified Payroll

Submitted certified payroll forms can be downloaded by clicking on the Download button in the Certified Payroll details.

The certified payroll will be downloaded as an Excel file.

- Tab 1 will contain Step 1 (Company Details)
- Tab 2 will contain Step 2 (Employee Hours Worked & Deductions)
- Tab 3 will contain Step 3 (Fringe Benefits)
- Tab 4 will contain Step 4 (Certification)