New Jersey Department of Labor
NEW JERSEY WAGE HUB
https://njwages.nj.gov/
njwagehubinfo@dol.nj.gov

How to Use New Jersey Wage Hub
Contractors and Subcontractors

Table of Contents

PART 1: Introduction

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, contractors and subcontractors working on public works project comply with the requirements of the Diane B. Allen Act. (For questions about the Diane B. Allen Act, email equalpayact@dol.nj.gov.)

However, to comply with the Prevailing Wage Act, contractors and subcontractors **MUST ALSO** submit the certified payroll records to the public body awarding the contract.

The New Jersey Wage Hub offers the following services:

1) Submit project details.
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.

- For corrections to your trade name, FEIN, certificate registration number, and business location, you can also contact njwagehubinfo@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.

IMPORTANT: All in-state and out-of-state contractors, sole proprietors, companies using a PEO and/or any new contractor (including those who do not have an NJ 927) can now access the Wage Hub following the steps outlined in this guide.

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

PART 2: Before You Get Started

IMPORTANT: You may need to clear your browser cache to view the latest changes to the NJ Wage Hub. If you have questions or comments, email njwagehubinfo@dol.nj.gov.

You will need the following information to sign up for the Wage Hub:

1)   9-digit FEIN
2)   Contractor Registration number
3)   Contractor Registration Reference ID number (a unique, 10-digit number that a contractor receives, via email, upon submission of an application for public works contractor registration)

Below is a screenshot of the Wage Hub homepage. To register for the first time, click the "SIGN UP" button (circled below). Otherwise, choose the "LOG IN" option.

PART 3: Register for the Wage Hub

1. On the welcome page (shown below), fill out all fillable fields and click CONTINUE. *(You will need your contractor registration number and your reference ID number for this section.)*

2. From the next page, choose the option that applies to you:
   a. If you have a *my*NewJersey Login, click "yes" and enter your login ID and password.

   a. Otherwise, click "no" to register for a *my*NewJersey account. Fill out all the fields that appear when you choose this option:

Create Your myNewJersey Account

To use specific services that New Jersey has offered you, you need to create a myNewJersey account using this form (all fields are **required**). You'll be able to change all of your entries later, except your login ID, using the "my account" link any time you're logged in to myNewJersey.

Login IDs can be no more than 25 characters long, and may only contain letters, numbers, and these four characters: @ . - _

Login ID

Passwords must be at least 8 characters long, with at least one character from each of these four groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Password

Retype your password

First name

Last name

If you forget your login ID or password in the future, the system will ask you the question you enter here. If the answer you give then matches the answer you enter now, the system will send your ID or a new password to the email address you provide below. Enter a question and answer you can remember, but only you would know.

Question you want us to ask

Your answer

Email address

Retype your email address

Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button.

Create Account

3. This will bring you to the main *my*NewJersey page, where you will login with the username and password you just created. For security purposes, enter your phone number to complete registration and add multifactor authentication to your account.

OFFICIAL SITE OF THE STATE OF NEW JERSEY

Governor Phil Murphy • Lt. Governor Tahesha Way
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myNewJersey
powered by njoit

Log In to myNewJersey

Login ID:

Password:

Log In

Forgot your login ID?
Forgot your password?
Need help?

If you need to register for **Unemployment Benefits** please go to **myunemployment.nj.gov**. Unemployment services are only accessed through that site.

Otherwise, register for myNewJersey services here:

Sign Up

PART 4: Find or add a project

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

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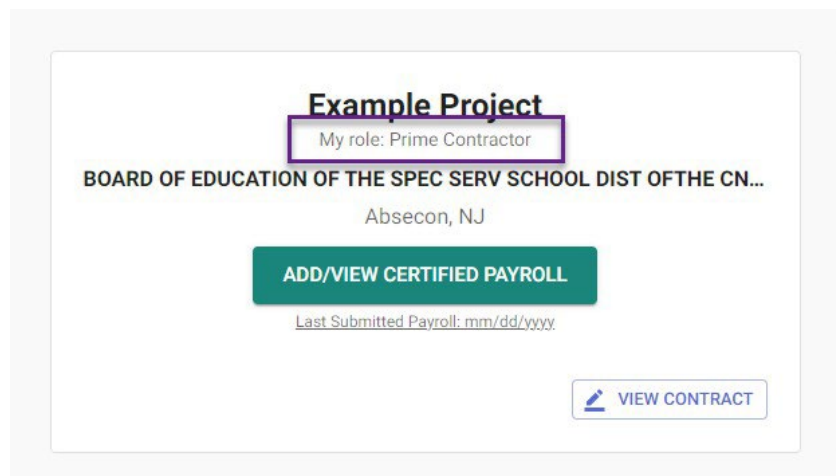
If the contracting agency operating the project you are working on has added the Project details to the New Jersey Wage Hub and named you as a **prime contractor** on the project, a contract card with the name of the project, public body, and your role will already appear in this tab.

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

Click "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;

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. We've included some helpful details about each section in the chart on the next page.

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. **Once the contract is submitted, this field cannot be edited.**
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)	Name subcontractors working on the project by adding the FEIN, certificate registration number, and an optional description. The subcontractor company name will automatically be populated once you submit the contract or save the changes. If you are unsure about a subcontractor's registration certificate number, please visit this link. **As a prime contractor, you can add subcontractors both to projects you have created and those that public bodies have created.**

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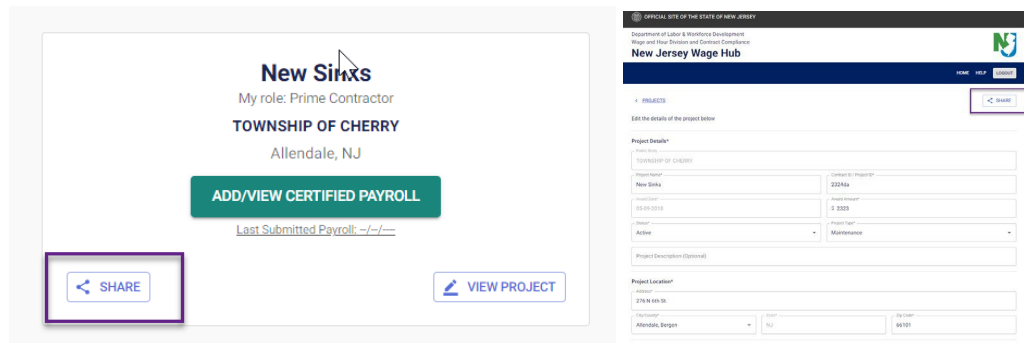
From the project card, you can access the details of the project as well as certified payrolls.
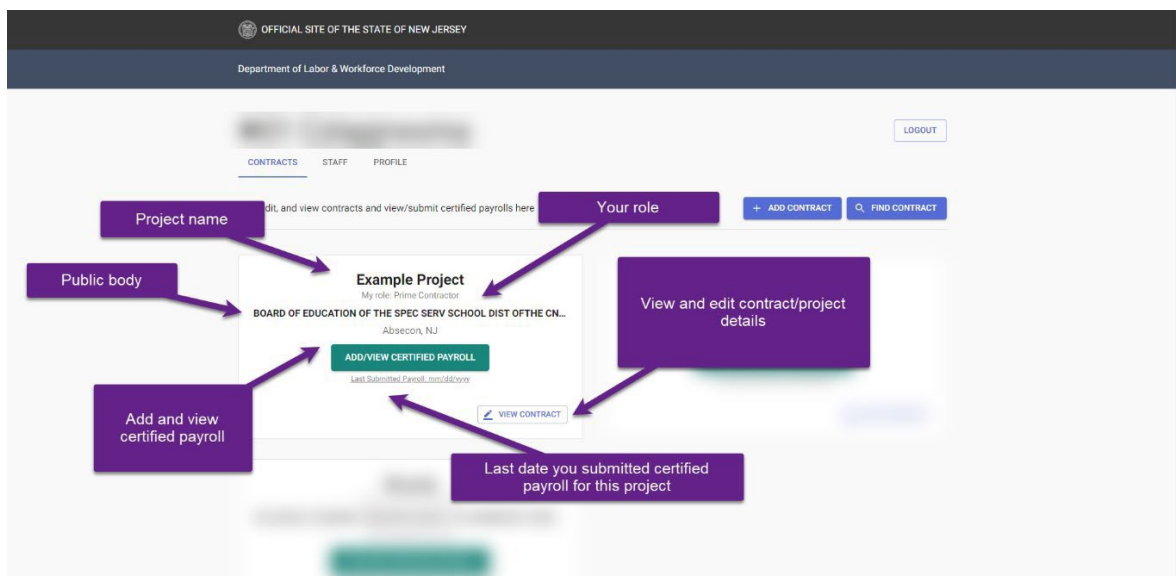
Sharing a Project

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 30 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 following information, as well as a link to sign up for or log in to the New Jersey Wage Hub.

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

PART 5: 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.

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

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

1–6 of 6 < >

A. The Project name is a link to the contract/project details.

B. A short summary of the project details including the public body, project location, and the contract ID/project ID.

C. 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."*

D. 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.

E. Registration status at the time the certified payroll was submitted to the New Jersey wage Hub.

F. Debarment status (if relevant) at the time the certified payroll was submitted to the New Jersey wage Hub.

G. 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.

PART 6: Submit Certified Payroll

There are four ways to submit weekly certified payroll:

A. Manually enter the data.
B. Electronically fill out the MW-562 form (PDF) and upload it.
C. Fill out the CSV template and upload it.
D. Upload the certified payroll CSV file export from the Quantum Project Manager program (contact Quantum Software Solutions or go to www.quantumss.com for more information).

A. Manually Enter the Data

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

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.

IMPORTANT NOTE: The steps/numbers in the Wage Hub online don't exactly match up or align with the hard copy of the MW-562.

SECTION 1: COMPANY DETAILS

In Question 1, the following fields may 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 njwagehubinfo@dol.nj.gov.

- Trade Name

- FEIN
- Certificate Registration Number
- Business Address
- 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.

SECTION 2: EMPLOYEE HOURS WORKED & DEDUCTIONS

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

Employee Details

Field	Description
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 N (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. The occupational categories, work classifications, and corresponding rates 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.

SECTION 3: FRINGE BENEFITS

For this section, you will indicate which employees have received fringe benefits paid to approved plans, funds, or programs or in cash (fringe benefits in cash count as wages).

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.

SECTION 4: CERTIFY THE PAYROLL

The following fields will be prefilled:

- Trade Name
- Project Name
- Project Location
- In questions 4(a) and 4(b) of the certification, your selection will be based on what you selected in SECTION 3(a) and 3(b) about fringe benefits

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.

B. Duplicate & Edit the Data

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.

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.

C. Upload an Electronically Filled Out 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.

D. Upload a 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:

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).

E. Quantum Project Manager

Quantum Project Manager can generate a certified payroll export that the NJ Wage Hub can consume directly from their interface. Contact Quantum Software Solutions or go to www.quantumss.com for more information.

PART 7: 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.

PART 8: 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.

PART 9: 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)