

New Jersey Department of Labor & Workforce  
Development  
**NEW JERSEY WAGE HUB**  
<https://njwages.nj.gov/>  
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# **How to Use the New Jersey Certified Payroll Database**

## **New Jersey Department of Labor & Workforce Development**



## 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.

The New Jersey Certified Payroll Database makes all certified payrolls collected through the New Jersey Wage Hub available to the public, with some details redacted.

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



## Search Certified Payroll

The **Search Certified Payroll** tab (the homepage) contains all certified payroll submitted on the New Jersey Wage Hub, with the most recent certified payrolls presented first.

Each row in the table is a unique certified payroll submission.

By default, the following columns are displayed:

Field	Description
Contractor Name	Name of the company.
Project Name	The name of the project as reported by the project owner.
Public Body	The contracting agency.
Week Ending Date	The week ending date as indicated on the certified payroll submission.
(View) Certified Payroll	By clicking this link, you will be able to view and download the individual certified payroll.  Note: you can download <b>all</b> the certified payroll from your search by clicking “Export” and then “Export All Certified Payroll” in the dropdown above the table.

By selecting the column configuration, you can optionally show and hide the following additional columns:

Field	Description
Contractor Role	Prime Contractor or Subcontractor.
Contractor Registration Status	Contractor registration status at the time the certified payroll was submitted.  This column will show one of the following values: <ul style="list-style-type: none"> <li>Registered</li> </ul>



	<ul style="list-style-type: none"> <li>• In Process</li> <li>• Incomplete</li> <li>• Notice To Suspend</li> <li>• Notice To Revoke</li> <li>• Reconsider</li> <li>• Expired</li> <li>• Denied</li> <li>• Suspended</li> <li>• Revoked</li> </ul>
Contractor Debarment Status	<p>Contractor debarment status at the time the certified payroll was submitted.</p> <p>This column will show one of the following values:</p> <ul style="list-style-type: none"> <li>• Previously Debarred</li> <li>• Debarred</li> <li>• Suspended</li> </ul>
Project Name	The name of the project.
Project ID	The alphanumeric string used to identify projects within a public body (format may vary between organizations).
Project Location	City and county where the project work takes place.
Award Amount	The monetary value of the project.
Award Date	The date the contract was signed by the contracting agency.
Project Status	Active or Complete.
Date Wages Due & Paid	The date the wages declared on this certified payroll were paid.
Submitted Date	The date the certified payroll was submitted on New Jersey Wage Hub.



To add or remove columns from the table, click on the columns icon below and toggle the desired columns on or off.

Q Search

FILTERS QUICK SEARCH COLUMNS EXPORT

13 result(s) found

Contractor	Project Name	Public Body	Week Ending Date	Certified Payroll
	Project 2 - New Li...		06/28/2023	<a href="#">VIEW</a>
	Project 2 - New Li...	RIVERDALE PUBLIC LIBRARY	06/26/2023	<a href="#">VIEW</a>
		RIVERDALE PUBLIC LIBRARY	03/29/2023	<a href="#">VIEW</a>
		RIVERDALE PUBLIC LIBRARY	03/29/2023	<a href="#">VIEW</a>
	Project 1 - With C...	RIVERDALE PUBLIC LIBRARY	03/29/2023	<a href="#">VIEW</a>
01 Czlapjrwaxma	Demo Project 2 - New Li... <a href="#">Active</a>	RIVERDALE PUBLIC LIBRARY	03/29/2023	<a href="#">VIEW</a>

Find column

Column title

- Contractor
- Contractor Role
- Registration Status
- Debarment Status
- Project Name
- Project ID
- Public Body
- Project Location
- Award Amount
- Award Date
- Project Status
- Week Ending Date
- Date Wages Due & Paid

HIDE ALL SHOW ALL

Configure columns by clicking here

Show or hide a column by toggling it on or off here

Note: to hide all columns, click “hide all” in the bottom left. All columns will be removed except for

- Contractor
- Project Name
- Public Body
- Week Ending Date
- View Certified Payroll

To show all columns, click “show all” in the bottom right. If you add some or all columns, a horizontal scroll bar will appear at the bottom of the table to enable you to see all the selected content.

## Filters

Apply filters by clicking on the filter icon above the table. You can apply multiple filters, and the results table will update, as you apply them.



Note: You can filter *both* on fields which are visible in the table as well as values which are not visible in the table. For example, you do not have to display the Project Status column in order to filter on projects which are “Active.”

To apply a filter:

1. Select the field you want to filter
2. Choose between “And” or “Or” logic for the filter. By default, multiple filter conditions are “ANDed” together, meaning **all filter conditions** must match an item for it to appear in the results. The OR function provides a way to check for at least one matching condition, as opposed to all of them.
3. Select an operator (explained in the table below)
4. Enter a value (free text, a date selection, or multiple or single values from preconfigured options, depending on the field)

Operator	Description
Contains	Valid for a column that contains text or numbers. Specify a single value. Results include only records where the data in the column <b>contains</b> the value in the filter.
Equals	Valid for a column that contains text or numbers. Specify a single value. Results include only records where the data in the column <b>matches</b> the value in the filter.



Starts With	Valid for a column that contains text or numbers. Specify a single value. Results include only records where the data in the column <b>begins</b> with the value in the filter.
Ends With	Valid for a column that contains text or numbers. Specify a single value. Results include only records where the data in the column <b>ends</b> with the value in the filter.
Is Empty	Valid for a column that contains text, numbers, or dates. Do not specify a value. The operator tests only for the absence of data in the column. Results include only records where <b>there is no data</b> in the column.
Is Not Empty	Valid for a column that contains text, numbers, or dates. Do not specify a value. The operator tests only for the presence of data in the column. Results include only records where <b>there is data</b> in the column.
Is Any Of	Valid for a column that contains text or numbers. Specify a single value or multiple values. Results include only records where the data in the column contains <b>at least one of the values</b> in the filter.
Is (Dates Only)	Valid for a column that contains dates only. Results will include the specified date only.
Is Not (Dates Only)	Valid for a column that contains dates only. Results will include everything <b>except</b> the specified date.
Is After (Dates Only)	Valid for a column that contains dates only. Results will include everything for all dates following the specified date ( <b>not inclusive</b> ).
Is On or After (Dates Only)	Valid for a column that contains dates only. Results will include everything for all dates following the specified date ( <b>inclusive</b> ).



Is Before (Dates Only)	Valid for a column that contains dates only. Results will include everything for all dates prior to the specified date ( <b>not inclusive</b> ).
Is On or Before (Dates Only)	Valid for a column that contains dates only. Results will include everything for all dates prior to the specified date ( <b>inclusive</b> ).

## Exporting Results from Search

There are two export options:

- Export All Certified Payroll
- Export Results

The screenshot shows the 'New Jersey Certified Payroll Database' search results page. At the top, it says 'OFFICIAL SITE OF THE STATE OF NEW JERSEY' and 'Department of Labor & Workforce Development Wage and Hour Division and Contract Compliance'. The page title is 'New Jersey Wage Hub'. There is a search bar and navigation links for 'FILTERS', 'QUICK SEARCH', 'COLUMNS', and 'EXPORT'. Below the search bar, it says '23 result(s) found'. A table of results is displayed with columns: Contractor, Contractor Role, Registration Status, Project Name, Public Body, Weight, and Certified Payroll. One result is visible: '01 Czlapjrwkma', 'Prime contractor', 'Registered', 'New Access Road', 'Department of Treasury - Cons...', '07/...', and 'VIEW'. An 'EXPORT' dropdown menu is open, showing two options: 'Export All Certified Payrolls' and 'Export Results'. The 'Active' status is also visible under the project name.

### Export All Certified Payroll

If you choose to export all certified payroll, all the certified payroll data from your search results will be exported.

The export will be in an Excel file with **two** tabs.

The first tab will contain all certified payroll details **except** fringe benefits:

- Company details
- Project details
- Payroll Number
- Date Wage Due & Paid





- Week Ending Date
- Employee Details
- Employee Job Titles & Trades
- Employee Hours Worked
- Employee Hourly Rates
- Employee Deductions
- Certification Details

The second tab will contain company and project details and fringe benefits:

- Company details
- Project details
- Payroll Number
- Date Wage Due & Paid
- Week Ending Date
- Fringe Benefits

## Export Results

If you wish to capture the high-level results of your search, you can export the table with all rows (all pages of results) and your selected columns.

The table results will be exported to Excel.

## View An Individual Certified Payroll

If you wish to view and/or download an individual certified payroll, click the “View” button in the far-right column.

The screenshot shows the 'New Jersey Certified Payroll Database' interface. At the top, it says 'OFFICIAL SITE OF THE STATE OF NEW JERSEY' and 'Department of Labor & Workforce Development Wage and Hour Division and Contract Compliance New Jersey Wage Hub'. Below this is a search bar and a table of results. The table has columns for Contractor, Contractor Role, Registration Status, Debarment Status, Project Name, Public Body, and View Certified Payroll. Two rows are visible, both for '01 Cologrivoma' as 'Prime contractor' on 'New Access Road' projects. The 'View Certified Payroll' column contains a blue 'VIEW' button for each row, which is highlighted with a red box in the image.

Contractor	Contractor Role	Registration Status	Debarment Status	Project Name	Public Body	View Certified Payroll
01 Cologrivoma	Prime contractor	Registered		New Access Road	Department of Treasury - Cons. 07/	VIEW
01 Cologrivoma	Prime contractor	Registered		New Access Road	Department of Treasury - Cons. 07/	VIEW

The certified payroll submission is divided into four steps:

1. Company details



2. Employee hours worked and deductions
3. Fringe benefits
4. Certification

It is possible to navigate between any of these steps by clicking on the stepper or numbered title section.

OFFICIAL SITE OF THE STATE OF NEW JERSEY  
Department of Labor & Workforce Development  
Division of Wage & Hour  
**New Jersey Wage Hub**

HOME HELP LOGOUT

Back

### Certified Payroll Submission

RIVERDALE PUBLIC LIBRARY Atlantic City, NJ • Contract ID / Project ID: 5678-4yz-2023 • Confirmation No: 20230504-6 • Week ending date: 03/26/2023

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

DOWNLOAD COPY

#### 1. Company Details

Some pre-filled data from your previous submission. For any other contracts, please contact the Department of Labor & Workforce Development. If your Trade Name, FEN, Business Address or Commission Registration Certificate Number has changed, please contact us at [certified@dol.nj.gov](mailto:certified@dol.nj.gov).  
For any other contracts, please contact the contact owner.

Trade Name: J2011

Project Name: Contract 01 - Project 01  
Example Project - Budget Town - 1 9078-xyz-2023

Business Address: 100 Bay St.  
Commission Registration Certificate Number

Project Location (Address, City, State): 100 Bay St., Atlantic City, 08401

Trade: 8

Date Project Start: 06/01/2023

Project End Date: 03/29/2023

Final Certification

#### 2. Employee Hours Worked & Deductions

#### 3. Fringe Benefits

#### 4. Certification