



# How to Use New Jersey Wage Hub

## Public Bodies and Contracting Agencies

### 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, contractors and subcontractors working on public works projects comply with the requirements of the Diane B. Allen Act.

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 public bodies who are contracting agencies the following services, which eliminates the need to collect and track certified payroll submission separately:

1. Submit project/contract details
2. View contract/project details
3. View certified payrolls, organized by project and prime and subcontractors

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

### Log In

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

Your My New Jersey 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 sign up, you will be prompted to sign into your My New Jersey account.

Once you have logged into My New Jersey, 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.
Phone Number*	10-digit phone number, including area code.
Job Title	Your current job title (optional)

## Site Navigation

New Jersey Wage Hub consists of three tabs:

1. Projects - view, edit, add new contracts/projects and view certified payroll
2. Staff – displays all staff with access to the New Jersey Wage Hub

## Projects

Upon login, you will be taken to Projects.



This tab contains all the Contracts/Projects associated with your entity.

If the prime contractor working on your project has added the Project details to New Jersey Wage Hub, a project card with the name of the project and prime contractor will *already* appear in this tab.

*Note: If the contractor has added the contract, you will not be able to edit the contract.*

## Find Project

If

- there are no projects in your account
- the project you are looking for does **not** appear in your account

please click on **Find Project**.

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

- Project name
- Project location
- Contract/Project ID – 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, please add the project details by clicking **Add Project**.

## Add Project

If the project you are looking for has not been added, please click Add Contract.

All fields are required *except* Project Description.

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

Field	Description
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Contract/Project ID*	The internal naming convention you use to identify unique projects.
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.
Prime Contractor *	<p>Name the prime contractor working on the project by adding the FEIN, contractor registration certificate number, and an optional description.</p> <p>If you are unsure about the prime contractor’s registration certificate number, please visit <a href="#">this link</a>.</p> <p><i>The prime contractor’s company name will automatically be populated once you submit the contract.</i></p>

*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

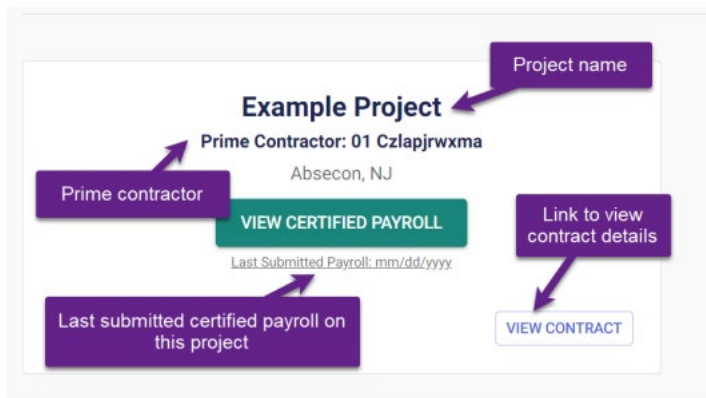
Both prime contractors and public bodies may add projects to New Jersey Wage Hub.

If you create a project, you are permitted to edit it.

If you did not create a contract, you will only be able to **view** the project.

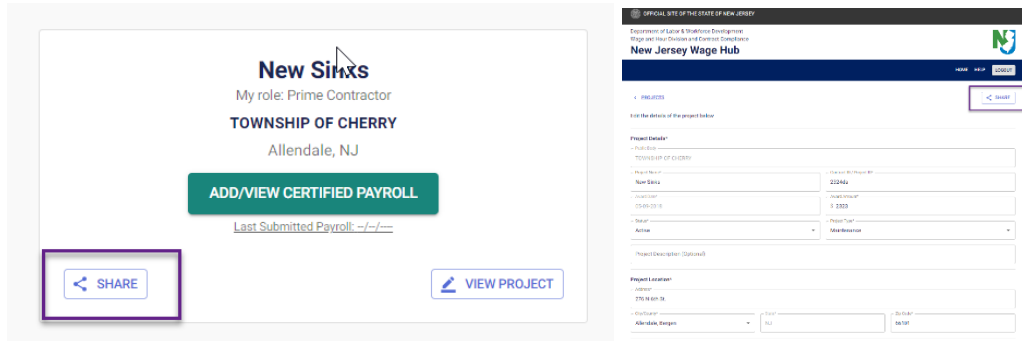
## Project Cards

As projects are saved to your account, they will appear as contract cards in the Projects tab. From the project card, you can access the details of the contract/project as well as certified payroll.



## 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

- Other public body stakeholders
- The prime contractor

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.

## Certified Payroll Submission History

From the project card, click View Certified Payroll to view certified payroll for both prime and subcontractors working on the selected project.

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

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** [Test Project - New Parking Lot](#)

**B** Riverdale, NJ • Contract ID / Project ID: 2023-4567-xyCa

Click here to see subcontractors' certified payroll

PRIME CONTRACTOR SUBMISSIONS    SUBCONTRACTOR SUBMISSIONS

<b>C</b> Contractor Name	<b>D</b> Registration Status	<b>E</b> Debarment Status	<b>F</b> Date Wages Due & Paid	<b>G</b> Week Ending Date	<b>H</b> Submitted Date	<b>I</b> Certified Payroll
01 Czlapjrwxma	Registered			7/26/2023	7/20/2023	<a href="#">VIEW</a>
01 Czlapjrwxma	Registered			7/23/2023	7/20/2023	<a href="#">VIEW</a>
01 Czlapjrwxma	Registered		2/24/2023	2/12/2023	7/20/2023	<a href="#">VIEW</a>
01 Czlapjrwxma	Registered			7/23/2023	7/20/2023	<a href="#">VIEW</a>
01 Czlapjrwxma	Registered		2/24/2023	2/12/2023	6/30/2023	<a href="#">VIEW</a>
01 Czlapjrwxma	Registered			7/7/2023	6/30/2023	<a href="#">VIEW</a>
01 Czlapjrwxma	Registered			6/30/2023	6/30/2023	<a href="#">VIEW</a>

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- 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.
- d) Contractor registration status at the time the certified payroll was submitted to the New Jersey wage Hub.
- e) Contractor debarment status (if relevant) at the time the certified payroll was submitted to the New Jersey wage Hub.



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

## Viewing Individual Certified Payrolls

To view an individual Certified Payroll, click View Certified Payroll Info.

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

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

*Note: The only required fields are: Week Ending Date (step 1) and certification (step 4).*

## 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)

New Jersey Department of Labor

**NEW JERSEY WAGE HUB**

<https://njwages.nj.gov/>

[njwagehubinfo@dol.nj.gov](mailto:njwagehubinfo@dol.nj.gov)

