



# How to Use New Jersey Wage Hub

## Public Bodies and Contracting Agencies

Version 1.0 – Released May 15, 2023

### 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 project

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 if they are also using the NJWH to collect and review certified payrolls.

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 Access. 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. Contracts - view, edit, add new contracts/projects and view certified payroll
2. Staff – displays all staff with access to the New Jersey Wage Hub
3. Profile – displays the identifying details, location, and contact information for your entity

## 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.*

### 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
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>
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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 contractors and public bodies may add projects to New Jersey Wage Hub.

If you create a project, you are permitted to edit it. A project which is editable is indicated with this following button.

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

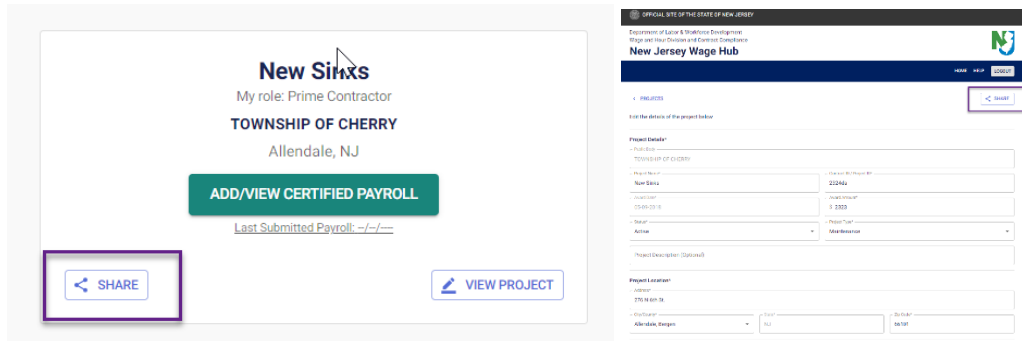
### Project Cards

As contracts are saved to your account, they will appear as contract cards in the Contracts tab. From the contract 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 five 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.

## Certified Payroll Submission History

From the contract 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.

The screenshot shows a web interface for 'Certified Payroll Submission History'. At the top left, there is a breadcrumb navigation link '< CONTRACTS'. The main heading is 'Certified Payroll Submission History'. Below the heading, there are two links: 'A Example Project' and 'B Absecon, NJ • Contract ID / Project ID: 1234-xyz'. To the right of these links is a 'View uploaded contract' link. Below this information is a table with the following columns: Contractor Name, Contractor Status (Registration), Debarment Stat..., Role, Date Wages Du..., Week Ending D..., and Submitted Date. The table contains one row with the following data: Contractor Name: 01 Czlapjrwaxma, Contractor Status: Registered, Debarment Stat.: N/A, Role: Prime, Date Wages Du.: 9/15/2022, Week Ending D.: 9/13/2022, Submitted Date: 5/2/2023. A 'VIEW CERTIFIED PAYROLL' button is located at the end of the row.

Contractor Name	Contractor Status (Registration)	Debarment Stat...	Role	Date Wages Du...	Week Ending D...	Submitted Date	
01 Czlapjrwaxma	Registered	N/A	Prime	9/15/2022	9/13/2022	5/2/2023	<a href="#">VIEW CERTIFIED PAYROLL</a>

- a) The Project name is a link to the contract/project details.
- b) A short summary of the contract/project details including the public body, project location, and the contract ID/project ID.
- c) If a scanned copy (either whole or partial) was uploaded with the submitted contract/project, clicking on this hyperlink will open that file in a new tab.



- d) Contractor Registration Status reflects the contractor's registration status at the time the certified payroll was submitted.
- e) Contractor Registration Status reflects the contractor's debarment status at the time the certified payroll was submitted.
- f) The Role field indicates the role of this contractor on the selected project.

## 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: at this stage, the New Jersey Department of Workforce & Workforce Development does not require any data in this form. 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**  
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