

How to Use New Jersey Wage Hub Contractors and Subcontractors

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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 <u>equalpayact@dol.nj.gov</u>.)

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 <u>pwcr@dol.nj.gov</u>.

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 <u>NJ</u> <u>Wage Hub</u>. If you have questions or comments, email <u>njwagehubinfo@dol.nj.gov</u>.

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 <u>Wage Hub homepage</u>. To register for the first time, click the "SIGN UP" button (circled below). Otherwise, choose the "LOG IN" option.

I OFFICIAL SITE OF THE STATE OF NEW JERSEY	
Department of Labor & Workforce Development Wage and Hour Division and Contract Compliance New Jersey Wage Hub	N
	NJ EMPLOYEE ACCESS
Welcome to New Jersey Wage Hub is an official website of the New Jersey Department of Labor & Workforce Development, serving public works contractors, contracting agencies, and employers to view and submit required forms for public works contracts and qualifying services to promote fair wage practices according to the Prevailing Wage Act and Diane B. Allen Equal Pay Act. Attention in-state public works contractors: As per Pl. 2022, c.120 (S2357), you must register for NJ Wage Hub and sign up for Employer Access. These are separate registrations.	<section-header><section-header><section-header><section-header><section-header><text><text><text><text><section-header><text><text><text><text></text></text></text></text></section-header></text></text></text></text></section-header></section-header></section-header></section-header></section-header>
	Employer Reporting for Qualifying Services For submission instructions, <u>click here</u> . SUBMIT YOUR ANNUAL REPORT



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.)*

Hello! Welcome. Register below by entering your data
First Name* Last Name*
Email*
FEIN*
Contractor Registration Certificate Number*
Typically a 6-digit contractor registration certificate number issued by the New Jensey Department of Labor & Workforce Development. Find your contractor registration certificate number ben.
Reference ID Number*
Typically a 10-digit number issued by the NJ Department of Labor. The reference ID can be found on your constactor registration email confirmation.
Phone Number*
Job Title
I agree to the Terms and Conditions
CONTINUE

- **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.

OFFICIAL SITE OF THE STATE OF NEW JERSEY	Governor Phil Murphy • LL Governor Tahesha Way NJ.gov • Services • Agencies • FAQs
my Ŋ	
Link NJDOL Wage Hub Contractor to myNewJersey	Forgot Your ID or Password? If you already have a myNew-Krsey logon D more information is awaidabe when you anower Yes, I have a myNewJersey Logon ID' on this page.

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



Create From TypeWorkSety Account Construction Constructi		Create Vour myNew Jersey Account
In our specific services that new Jersey has dreved you, you need to create a mynewJersey account using this form (all helds are require You'll be able to change all of your entries late; except your login (D) using the "my account" link any time you're logged in to myNewJersey. Login (D) is can be no more than 25 characters long, and may only contain letters, numbers, and these four characters: (e),	-	oreate rour mynewsersey Account
Login ID can be no more than 25 characters long, and may only contain letters, numbers, and these four characters: @, Login ID Password Retype your password It is name It is name It is not found to be apprecised in the future, the system will ask you the question you enter here. If the answer you and member, but offly you would know. Question you want us to ask Your answer It must be ask It is a moment to review your sign-up information and be sure it's correct before you click the Create Account button. Create Account	To use specific s You'll be able to o	rvices that New Jersey has offered you, you need to create a myNewJersey account using this form (all helds are require hange all of your entries later, except your login ID, using the "my account" link any time you're logged in to myNewJersey.
Login ID 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 Password Password Retype your password First name Question you ronge your login ID or password in the future, the system will ask you the question you enter here. If the answer you give then matche the answer you enter now, the typic would know. Question you would know. Question you would know. Your answer Passwere Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button. Create Account	Login IDs can be	no more than 25 characters long, and may only contain letters, numbers, and these four characters: @
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 Pirst name Pirst name Pirst Pirst name Pirst P	Login ID	
Passwords must be at least 8 characters long with at least one character from each of these four groups: lowercase letters, uppercase Password Retype your password Retype your password Last name Last name Use of the end of the		
Password Retype your password First name Last name Use of coget your login ID or password in the future, the system will ask you the question you enter here. If the answer you opies they mark 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	Passwords must letters, digits, and	be at least 8 characters long, with at least one character from each of these four groups: lowercase letters, uppercase other characters (except space, quotes, $<$, $>$, and \rangle).
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 matche manyer you and member, but offer your 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	Password	
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	Create Acc	review your sign-up information and be sure it's correct before you click the Create Account button.

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.

Log In to myNewJersey	
Login ID: Password: Log In	If you need to register for Unemployment Benefits please go to <u>myunemployment.nj.gov</u> . Unemployment services are only accessed through that site.
Forgot your login ID? Forgot your password? Need help?	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.

	Example Project
	My role: Prime Contractor
BOARD OF ED	DUCATION OF THE SPEC SERV SCHOOL DIST OF THE CN
	Absecon, NJ
	ADD/VIEW CERTIFIED PAYROLL
	Last Submitted Pavroll: mm/dd/vvvv
	VIEW CONTRACT

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 <u>this link</u> .
	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.

			OFFICIAL SITE OF THE STATE OF NEW JERSEY	
	Ν		Department of Labor & Warkforce Development Wage and Hour Evision and Contract Compliance New Jersey Wage Hub	N
	New Sinxs			HOME HELP LODGET
	My role: Prime Contractor		< PROJECTS	< 54488
	TOWNSHIP OF CHERRY		Edit the details of the project below	
	Alles dels ALL		Project Details*	
	Allendale, NJ		TOWNSHIP OF CHERRY	
			Project Name*	Contact D/ Inspector
	ADD/VIEW CERTIFIED PAYROLL			Anat Amurt 1 2023
		-	- Stear -	Praint Type"
	Last Submitted Payroll; -/-/		Active -	Maintenance -
			Project Description (Optional)	
		VIEW DRO JECT	Project Location*	
SHARE		VIEW PROJECT	A5310" 276 N 66h 58	
			Capitoura*	Zų Coler
			Allendale, Bergen * NJ	66101

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.

MY SUBMISSIONS	SUBCONTRACTO	R SUBMISSIONS					IED PAYRO
Contractor Name 01 Czlapjrwxma	Confirmation Nu	Registration Status	Debarment Status	Prime c ce subc	ontractors will rtified payroll ontractors on	also see the of other the project	ed Payroll VIEW
01 Czlapjrwxma	20230705-92	Registered			7/8/2023	7/5/2023	VIEW
01 Czlapjrwxma	20230705-91	Registered			7/7/2023	7/5/2023	VIEW
01 Czlapjrwxma	20230705-90	Registered		2/24/2023	2/12/2023	7/5/2023	VIEW
01 Czlapjrwxma	20230705-89	Registered			7/7/2023	7/5/2023	VIEW
01 Czlapjrwxma	20230705-88	Registered			6/30/2023	7/5/2023	VIEW

Certified Payroll Submission History

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



Department of Trea Contract ID / Projec	sury - Construction et ID: 2023-7-12xy	Management Servic	es / Division of Pro	perty Management (& Construction (DPMC)	• Edison, NJ •	
MY SUBMISSIONS	SUBCONTRACTO	R SUBMISSIONS				+ 4	DD CERTIFIED PAY
C	D	E	(F)	G	H	U	J
Contractor Name	Confirmation Nu	Registration Status	Debarment Status	Date Wages Due	Week Ending Date	Submitted Date	Certified Payro
01 Czlapjrwxma	20230720-93	Registered		9/30/2022	9/23/2022	7/20/2023	VIEW
01 Czlapjrwxma	20230705-92	Registered			7/8/2023	7/5/2023	VIEW
01 Czlapjrwxma	20230705-91	Registered			7/7/2023	7/5/2023	VIEW
01 Czlapjrwxma	20230705-90	Registered		2/24/2023	2/12/2023	7/5/2023	VIEW
01 Czlapjrwxma	20230705-89	Registered			7/7/2023	7/5/2023	VIEW
01 Czlapirwyma	20230705-88	Registered			6/30/2023	7/5/2023	VIEW

Certified Payroll Submission History

- 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 <u>www.quantumss.com</u> 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 <u>njwagehubinfo@dol.nj.gov</u>.

• 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. <u>The occupational</u> <u>categories, work classifications, and</u> <u>corresponding rates</u> 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

to a contraction of the state o	
(1) Company Details (2) Employee Hours Worked & Deductions (3) Fringe Benefits (4) Certific	ation
1. Company Details	
2. Employee Hours Worked & Deductions	
3. Fringe Benefits	
 (a) Fringe benefits are paid to approved plans, funds or programs () In addition to the basic hourly wage rates paid to each laborer or mechanic listed in or will be made when due to appropriate programs for the benefit of such employees 	he above-referenced payroll, payments of fringe benefits have been s.
 (b) Fringe benefits are paid in cash Each laborer or mechanic listed in the above-referenced payroll has been paid as incomplex applicable basic hourly wage rate plus the amount of the required fringe benefits as 	icated on the payroll, an amount not less than the sum of the listed in the contract.

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	Name of the program or first and last legal
Individual Worker	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.



Confirmation Number		9		
	Date Wages Due & Paid	Week Ending Date	Submitted Date	
20230501-179	3/7/2023	3/4/2023	5/1/2023	VIEW CERTIFIED PAYROLL
ew Jersey W	age Hub			
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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 <u>a digital MW-562</u> <u>form</u> 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.

		×
	MANUALLY SUBMIT A CERTIFIED PAYROLL	
	Or	
Drag a	and drop a weekly payroll record for a single project here	
	BROWSE FILES	
We	can read this <u>CSV template</u> or <u>electronically filled PDF</u>	
	CLIDMIT	

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 <u>CSV template</u> 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 <u>www.quantumss.com</u> 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)