



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 projects 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.
- 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 pwcr@dol.nj.gov.

Note: If your business is not registered with the New Jersey Department of Labor & Workforce Development or you need to submit additional or updated information on your application, you will be required to register to use the New Jersey Wage Hub. To get started, please visit the [Wage & Hour Compliance page here for details](#) about applications and registration information.

IMPORTANT: All in-state and out-of-state contractors, sole proprietors, companies using a PEO and/or any new contractor 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. We also recommend accessing the system from a desktop computer or laptop (instead of a tablet or mobile device) as it makes certain functionality easier to perform. Additionally, it is recommended to use Adobe to access the MW-562 PDF form.



PART 2: Before You Get Started

IMPORTANT: You may need to log out and log back in or 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 "CONTRACTOR SIGN UP" button (circled below). Otherwise, choose the "LOG IN" option.

A screenshot of the New Jersey Wage Hub homepage. The page has a dark blue header with the text 'OFFICIAL SITE OF THE STATE OF NEW JERSEY' and 'Department of Labor & Workforce Development Division of Wage and Hour Compliance New Jersey Wage Hub'. A dark blue bar below the header contains the text 'NJ EMPLOYEE ACCESS'. The main content area is white and features a large heading 'Welcome to New Jersey Wage Hub' on the left. To the right, there are three sections: 'Certified Payroll' with sub-sections for 'Public Bodies' and 'Contractors', and 'New Jersey Certified Payroll Database'. The 'CONTRACTOR SIGN UP' button in the 'Contractors' section is circled in red. At the bottom of the page, there is a link for 'Diane B. Allen Equal Pay Act'.

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.)*

The screenshot shows a registration form titled "Hello! Welcome." with the instruction "Register below by entering your data". The form includes the following fields: First Name*, Last Name*, Email*, FEIN*, Contractor Registration Certificate Number* (with a note: "Typically a 4-digit contractor registration certificate number issued by the New Jersey Department of Labor & Workforce Development. Find your contractor registration certificate number here."), Reference ID Number* (with a note: "Typically a 10-digit number issued by the NJ Department of Labor. The reference ID can be found on your contractor registration email confirmation."), Phone Number*, and Job Title. At the bottom, there is a checkbox for "I agree to the Terms and Conditions" and a "CONTINUE" button.

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

The screenshot shows a form titled "Link NJDOL Wage Hub Contractor to myNewJersey" with the "myNJ" logo. It contains two main sections: "Do you have a myNewJersey Logon ID?" with radio buttons for "Yes" and "No", and "Forgot Your ID or Password?" with explanatory text and a link to "answers" for common questions. Below the second section is the text "Why Do I Need a myNewJersey Logon ID?".

- a. Otherwise, click "no" to register for a *myNewJersey* 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](#)

- This will bring you to the main myNewJersey 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.

 **myNewJersey**
powered by rjoh!

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](#)

- How to Update Your Profile:
 - WageHub automatically syncs the following information from your myNJ account:



- First Name
 - Last Name
 - Email address
- If you need to update your first name, last name, or email address, please navigate to your [myNJ home page](#) and click "My Account". You should be able to edit the fields there. After saving this updated information, return to WageHub and refresh the webpage. If the updated information isn't showing in WageHub, try logging out and logging back in to WageHub.
 - Within the WageHub, you can edit your phone number and job title via the "MY PROFILE" button in the righthand corner of the landing page. Update the information in those fields and click "SAVE".

Request the Removal of a User

If a user needs to be removed from the account, please email njwagehub@dol.nj.gov and include the following pieces of information:

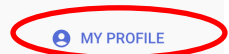
- First Name and Last Name of the user to be removed
- Title of the user to be removed
- Email of the user to be removed
- Statement for the reason of removal

Please note that there must always be one user associated with the contractor account at all times.



⚙️ 3D ceszccnnacalaszvoknkflxvj

PROJECTS STAFF



Prime contractors, [Add a new project](#)

Search Status



Department of Labor & Workforce Development
Division of Wage and Hour Compliance
New Jersey Wage Hub

HOME HELP OTHER TOOLS LOGOUT

My Profile

First Name

Last Name

Job Title

Phone Number

Email

CANCEL SAVE

3D ceszccn
PROJECTS STAFF
Prime contractors, [Add a new project](#)

Search

Moonlight
My role: Prim
BORDENT
Jersey
ADD/VIEW CER
Last Submitted P

MY PROFILE

Departments
Contractor
ON PARK
Township, NJ
IFIED PAYROLL
roll: 12/30/2025

PART 4: Find or add a project

Upon logging in, you will be brought to a landing page as seen below.



3D ceszccnnacalavwoknkflxvj

PROJECTS STAFF

MY PROFILE

Prime contractors, [Add a new project](#)

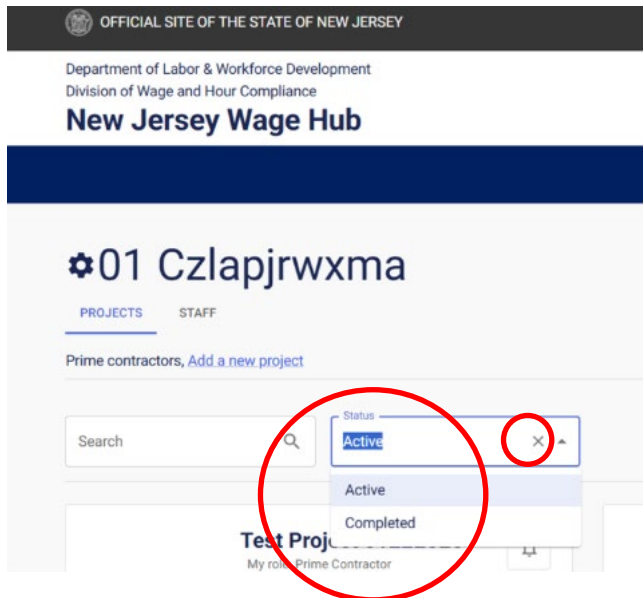
Search Status

<p>Moonlight Apartments My role: Prime Contractor BORDENTOWN CITY Jersey City, NJ ADD/VIEW CERTIFIED PAYROLL Last Submitted Payroll: --/--</p> <p>VIEW PROJECT</p>	<p>Sun rise apartments My role: Prime Contractor HARRINGTON PARK Franklin Township, NJ ADD/VIEW CERTIFIED PAYROLL Last Submitted Payroll: 12/30/2025</p> <p>VIEW PROJECT</p>
<p>Selling Sunsets My role: Prime Contractor HARRINGTON PARK Lakewood Township, NJ ADD/VIEW CERTIFIED PAYROLL Last Submitted Payroll: 12/29/2025</p> <p>VIEW PROJECT</p>	<p>School House Rock My role: Prime Contractor Jersey City Board of Education - school Plainfield, NJ ADD/VIEW CERTIFIED PAYROLL Last Submitted Payroll: --/--</p> <p>VIEW PROJECT</p>

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 page defaults to displaying your “Active” projects. To change this, use the “Status” drop-down shown in the screenshot above. Choose from “Active” or “Completed”; to see all projects regardless of status, click the small “x” in the “Status” drop-down.



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.

[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 a new project”.

The screenshot shows the user interface of the New Jersey Wage Hub. At the top, there is a dark blue navigation bar with the text "OFFICIAL SITE OF THE STATE OF NEW JERSEY" and the Department of Labor & Workforce Development logo. Below this, the user is logged in as "3D ceszccnnacalasywoknkflxvj". The main content area features a search bar and a "Status" dropdown menu. Two project cards are displayed: "Moonlight Apartments" in Bordentown City, NJ, and "Sun rise apartments" in Harrington Park, NJ. Each card includes a bell icon, a role of "Prime Contractor", a green "ADD/VIEW CERTIFIED PAYROLL" button, and a "VIEW PROJECT" button. The last submitted payroll dates are shown as "--/--" for Moonlight and "12/30/2025" for Sun rise.

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.
Project Name	This is a required field and should refer to the public body's official name for this project. If you don't know what this is, please contact the public agency for assistance.
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."
Project Description	This is a required field for entering a brief description of the project
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 Location	This is a required field and should be the street address where project work takes place. At least 1 address is required, but multiple can be added. *This cannot be a PO box
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	Name subcontractors working on the project by clicking "+ ADD SUBCONTRACTOR" button adding the FEIN, certificate registration number, and an optional description. The subcontractor company name will automatically be populated once you submit the contract or click "SAVE AND KEEP EDITING". If you are unsure about a subcontractor's registration certificate number, please visit this link .



	<p>If you've added a subcontractor in error, use the "trashcan" icon to remove the subcontractor. If the subcontractor had already submitted certified payrolls, please contact NJ DOL for assistance in removing them at njwagehubinfo@dol.nj.gov</p> <p>As a prime contractor, you can add subcontractors both to projects you have created and those that public bodies have created.</p> <p>Subcontractors will receive an email notification when they have been added to a project.</p>
<p>Contract Upload</p>	<p>This is a mandatory field; all projects must have at least 1 contract file uploaded however you can upload up to 3 documents. Files up to 500 MB can be uploaded.</p> <p>You can also delete an upload if you realize it's the wrong ofile or need to update the file.</p> <p><u>If you have a Service Works project</u>, you should upload the "Resolution" or Bid Award document from the public body that awarded the work. If you don't have this, upload some form of written communication (ex. PDF of an email chain, explanation on a letterhead) that demonstrates award authorization.</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 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 in projects they have created *and* projects created by public bodies.

For adding, editing, or removing a subcontractor after the creation of a project, navigate to the “3. Contractors” section on the Project Details page. Use the pencil and trashcan icons to edit or remove a subcontractor. Use “+ ADD SUBCONTRACTOR” to add a new one to the project.

2. Project Locations

3. Contractors

Prime Contractor Information*
Search contractor certificate registration numbers [here](#).

FEIN* 299258274 Contractor Registration Certificate Number* 733692 Company Name 01 Czlapjrwxma

Description

Subcontractors + ADD SUBCONTRACTOR

Company Name	FEIN	Registration Number	Description	Added By	Last Submitted Payroll	Status	Actions
192 kqeloxmimguydjlgdfj_	261825537	699829		01 Czlapjrwxma		Active	
1Hudxgddb	125580060	730776		01 Czlapjrwxma		Active	
2Cmrvorxnm	217819754	716022		01 Czlapjrwxma		Active	

Subcontractors per page: 5 1-3 of 3

MANAGE CONTRACT UPLOADS

SAVE & KEEP EDITING SAVE

Navigate to additional pages of subcontractors

Adjust how many subcontractors are shown in the table

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.



The screenshot shows the 'New Jersey Wage Hub' interface. At the top, it identifies the 'OFFICIAL SITE OF THE STATE OF NEW JERSEY' and the 'Department of Labor & Workforce Development, Division of Wage and Hour Compliance'. The user is logged in as '3D ceszcznnacalaszvoknkflxvj'. The main content area displays a list of projects for prime contractors. Two projects are visible: 'Moonlight Apartments' (Bordentown City, Jersey City, NJ) and 'Sun rise apartments' (Harrington Park, Franklin Township, NJ). Each project card includes a bell icon, an 'ADD/VIEW CERTIFIED PAYROLL' button, and a 'VIEW PROJECT' button. The 'Moonlight Apartments' card shows a 'Last Submitted Payroll' date of '---/--/---'. Callouts provide the following information:

- Your Role:** Points to the user's role 'Prime Contractor'.
- Project Name:** Points to the project title 'Moonlight Apartments'.
- Public Body:** Points to the public body 'BORDENTOWN CITY'.
- Add and view certified payroll:** Points to the 'ADD/VIEW CERTIFIED PAYROLL' button.
- Last date a certified payroll was submitted:** Points to the 'Last Submitted Payroll' field.
- View and edit project details:** Points to the 'VIEW PROJECT' button.
- Clicking this disables the weekly reminder email to submit certified payroll; no other emails are disabled by this. Clicking this again re-enables these emails:** Points to the bell icon.



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.

Certified Payroll Submission History

[New Access Road](#)

Department of Treasury • Jersey City, NJ • Contract ID / Project ID: 01222026

Prime contractors can also see the certified payrolls of subcontractors on the project

MY SUBMISSIONS
SUBCONTRACTOR SUBMISSIONS
DRAFTS

+ ADD CERTIFIED PAYROLL

Contractor Name	Confirmation N...	Registration Status	Debarment Status	Date Wages Due ...	Week Ending Date	Submitted Date	Certified Payroll
01 Czlapjrxma	20260203-503	Registered		9/9/2022	8/15/2022 <small>DUPLICATE & EDIT</small>	2/3/2026, 8:49:37 AM	VIEW ↓
01 Czlapjrxma	20260203-502	Registered		9/9/2022	8/23/2022 <small>DUPLICATE & EDIT</small>	2/3/2026, 8:48:59 AM	VIEW ↓
01 Czlapjrxma	20260203-501	Registered		9/9/2022	8/30/2022 <small>DUPLICATE & EDIT</small>	2/3/2026, 8:48:31 AM	VIEW ↓
01 Czlapjrxma	20260203-500	Registered		9/9/2022	9/2/2022 <small>DUPLICATE & EDIT</small>	2/3/2026, 8:47:53 AM	VIEW ↓
01 Czlapjrxma	20260203-499	Registered		9/8/2022	8/30/2022 <small>DUPLICATE & EDIT</small>	2/3/2026, 8:45:38 AM	VIEW ↓
01 Czlapjrxma	20260203-498	Registered		9/8/2022	9/6/2022 <small>DUPLICATE & EDIT</small>	2/3/2026, 8:44:52 AM	VIEW ↓

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As certified payrolls are added to a project, they will all automatically be displayed in this table, in real time. When a certified payroll has been submitted to a project, an email notification will be sent to the prime contractor and the public body.



Certified Payroll Submission History

A [New Access Road](#)

B Department of Treasury • Jersey City, NJ • Contract ID / Project ID: 01222026

MY SUBMISSIONS			SUBCONTRACTOR SUBMISSIONS			DRAFTS		+ ADD CERTIFIED PAYROLL	
C	D	E	F	G	H	I	J		
Contractor Name	Confirmation N...	Registration Status	Debarment Status	Date Wages Due ...	Week Ending Date	Submitted Date	Certified Payroll		
01 Czlapjrxma	20260203-503	Registered		9/9/2022	8/15/2022 DUPLICATE & EDIT	2/3/2026, 8:49:37 AM	VIEW	↓	
01 Czlapjrxma	20260203-502	Registered		9/9/2022	8/23/2022 DUPLICATE & EDIT	2/3/2026, 8:48:59 AM	VIEW	↓	
01 Czlapjrxma	20260203-501	Registered		9/9/2022	8/30/2022 DUPLICATE & EDIT	2/3/2026, 8:48:31 AM	VIEW	↓	
01 Czlapjrxma	20260203-500	Registered		9/9/2022	9/2/2022 DUPLICATE & EDIT	2/3/2026, 8:47:53 AM	VIEW	↓	
01 Czlapjrxma	20260203-499	Registered		9/8/2022	8/30/2022 DUPLICATE & EDIT	2/3/2026, 8:45:38 AM	VIEW	↓	
01 Czlapjrxma	20260203-498	Registered		9/8/2022	9/6/2022 DUPLICATE & EDIT	2/3/2026, 8:44:52 AM	VIEW	↓	

1-9 of 9 < >

- 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. Click the button with a downward facing arrow to download the certified payroll.



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

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

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 the above-referenced payroll, payments of fringe benefits have been or will be made when due to appropriate programs for the benefit of such employees.

(b) Fringe benefits are paid in cash

- Each laborer or mechanic listed in the above-referenced payroll has been paid as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract.

NEXT

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)

To report a "No Work Week", check the box. To complete a final certification for the project, click the "Final Certification" box.

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.



< [PROJECTS](#)

Certified Payroll Submission History

[New Sinks](#)

CLERK T-A FINANCE • Hoboken, NJ • Contract ID / Project ID: 5555555

Option #1

MY SUBMISSIONS		DRAFTS						+ ADD CERTIFIED PAYROLL	
Contractor Name	Confirmation Nu...	Registration Status	Debarment Status	Date Wages Due ...	Week Ending Date	Submitted Date	Certified Payroll		
01 Czlapjrwxma	20260115-493	Registered		1/22/2026	12/13/2025 DUPLICATE & EDIT	1/15/2026, 11:30:34 ...	VIEW		
01 Czlapjrwxma	20251230-477	Registered		12/20/2025	12/15/2025 DUPLICATE & EDIT	12/30/2025, 3:05:00 ...	VIEW		

< [BACK](#)

Certified Payroll Submission

DUPLICATE AND EDIT

Option #2

CLERK T-A FINANCE • Hoboken, NJ • Contract ID / Project ID: 5555555 • Confirmation No: 20260115-493 • Week Ending Date: 12/13/2025

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

DOWNLOAD COPY

1. Company Details

Some prefilled data has been taken from the New Jersey Department of Labor & Workforce Development. If your **Trade name, FEIN, Business Address** or **Certificate Registration Number** are incorrect, please contact njwagehubinfo@dol.nj.gov.

For any other corrections, please update the details of this project or contact the contract owner.

Trade Name 01 Czlapjrwxma	FEIN *****
Project Name Barbie Dream House	Contract ID / Project ID 5555555
Business Address 9 JoMIIS OakhAT, Monmouth	Contractor Registration Certificate Number 733692
Project Location (Address City, County)* 33 Benson Lane, Elizabeth, Union	Payroll Number 1
Date Wages Due & Paid 01-22-2026	Week Ending Date* 12-13-2025

Final Certification No Work Week



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.



⚠ Please note that only employees of 2Comvorxnmn may submit certified payroll on 2Comvorxnmn's behalf.

For security reasons, some text fields do not accept numbers. Numbers will be replaced with an "X" if they are not allowed in the field. Review and edit your data if needed prior to submission.

MANUALLY SUBMIT A CERTIFIED PAYROLL

Or

Want to save time? Upload a CSV or PDF.

- We can read [this CSV template](#) or an electronically filled [MW-562 PDF](#).
 - CSV Template: Perfect for companies with 10+ employees. Review [the instructions](#) to get started.
 - MW-562 PDF: See "Part 6: Submit Certified Payroll, Section C 'Upload an Electronically Filled Out MW-562'" of [this guide](#). We recommend using Adobe and starting with a new PDF rather than reusing an old one. Enter the data, saved the form, then click the download button.

Drag and drop a weekly payroll record for a single project here

↑

BROWSE FILES

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.

To report a "No Work Week", check the "No Work Week" box on the MW-562 form. To complete a final certification for the project, click the "Final Certification" box on the MW-562 form.

Name of <input type="checkbox"/> Contractor or <input type="checkbox"/> Subcontractor		Business Address		Project Name	
F.E.I.N.		<input type="checkbox"/> No Work Week <input type="checkbox"/> Final Certification		Contract I.D. or Project I.D.	
Payroll No.	Date Wages Due & Paid			Project Location	
1.	2. Work	3. Demographics	4. Day and Date	5.	6.



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.

The screenshot shows the Quantum Project Manager interface for generating payroll reports. At the top, it says "Print the Certified Payroll Reports from this screen. Enter the Week Ending Date, select a Customer if desired, then select a Project." Below this are several input fields: "Week Ending Date" (08/01/2023), "Report Date" (10/27/2023), and "Date Wages Paid" (08/01/2023). There are also dropdown menus for "Customer Company ID" and "Select Project" (123 Owners-New High School). A "Report Type" dropdown is set to "NJ Department of Labor MW-562 (6/23) Report/File Upload". Below these are checkboxes for "Payroll Report Number", "Final", "Show Project Address", and "Show Project ID". There are also checkboxes for "Show Address", "Show Phone", "Show Full SSN", and "Show SSN Last 4 Digits Only". A "Print Electronic Signature" field is set to "Cory Smith". A "Print To" dropdown is set to "Print Preview". At the bottom, there is a grid of buttons: "Create Files for NJ DOL Upload" (highlighted with a red box), "View/Print Utilization Reports", "Print Multiple Reports", "Print Certified Payroll Report", "Print Certification Page", "Print Entire Report", "Print Instructions", "Print/Unpost Previous Reports", "Print Reports for Date Range", "Print All Reports", "Attachments", "View Time Cards", and "Add New Time Cards". A "Num:" field shows "0".

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)