



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 email njwagehub@dol.nj.gov.

Registration

Before you start you will need the following:


- 1) Company name as listed with the NJ Department of Treasury
- 2) Federal Employment Identification Number (FEIN #)
- 3) Most recent NJ 927 Payroll Tax Records

Please note that New Jersey Wage Hub supports all modern browsers: Chrome, Firefox, Edge, and Safari.

To see the latest changes to the NJ Wage Hub, we recommend clearing your cache before returning to the site. If you have questions or comments, please email njwagehubinfo@dol.nj.gov.



Above is a screenshot of the Wage Hub homepage: <https://njwages.nj.gov/>

1. If you are already registered with Employer Access, click the  button to get started.
2. If you still need to register with Employer Access, click the link circled in the screenshot above to start that process:
 - a. Employer Access will ask you if you have an authorization code issued by the NJDOL. Choose **"NO."**
 - b. The next screen will ask for your business information, as shown in the screenshot below:



Before you start, have the following information handy:

- 15-digit Employer Identification Number (EIN)*
- Official Business Name.
- The 4-digit Authorization Code issued by the Department of Labor & Workforce Development (NJLWD). If you do not have the Authorization Code, you will be able to obtain it during the registration process by providing the amount on Line 8 of the employers' quarterly report (form NJ-927) for the prior quarter, which represents the total of all wages paid that are subject to Unemployment, Temporary Disability, Workforce, and Family Leave Insurance.

Begin Verification

* = Required

*NJ-EIN:

Enter numbers only no spaces hyphens or slashes

*Official Business Name:

Enter your Business Name Exactly as it appears on Form NJ927 and WR30

*Official Email:

Enter your email address

Enter

Clear

LWD Emp Acct. Reg.

- c. Your NJ-EIN is **15 digits** long. This is your regular 9-digit FEIN with an extra zero added at the beginning and five extra zeroes at the end. **Example: 012345678900000**
- d. Enter your official business name **exactly** as it appears on your NJ927.
- e. Next, provide your tax information from your most recent quarterly filed NJ927. This dollar amount is the highest amount listed on the form (typically – but not always – line #8).
- f. After you submit this form, you will get a 4-digit authorization code to use on the next screen. **ALSO SAVE THIS CODE FOR YOUR RECORDS.**
- g. Fill out all fillable fields in the next screen and click continue:

STATE OF NEW JERSEY
DEPARTMENT OF LABOR
AND WORKFORCE DEVELOPMENT

Register for NJDOL Employer Access Link NJDOL Employer Access to your myNJ account Use NJDOL Employer Access

Access **Register for NJDOL Employer**

*** All fields are required to complete application.**

NJ Labor and Workforce Development Employer Identification Number (NJLWD EIN):

Enter numbers only

Authorization Code:

1234

Your First Name:

Your First Name

Your Last Name:

Your Last Name

Your Business Phone Number:

Enter numbers only

Your Business E-Mail:

name@company.com

Confirm Your Business E-Mail:

name@company.com

Company Association:

Select one

Continue Clear

LWD Emp Acct Reg



- h. You will be brought back to the main page where you will choose the option to log in with your *myNew Jersey* account.
- i. Next, link your Wage Hub account to your *myNew Jersey* account by choosing "Yes" on the screen below:

This is a screenshot of the myNew Jersey login page. At the top, there is a dark blue header with the text "OFFICIAL SITE OF THE STATE OF NEW JERSEY" on the left and "Governor Phil Murphy • Lt. Governor Tahesha Way" and "NJ.gov • Services • Agencies • FAQs" on the right. Below the header is the myNJ logo. The main content area has a white background with a blue horizontal bar. There are two main sections: "Link NJDOL Wage Hub Contractor to myNew Jersey" and "Forgot Your ID or Password?". The first section contains the question "Do you have a myNew Jersey Logon ID?" with radio button options for "Yes" and "No". The second section contains the question "Forgot Your ID or Password?" and a link to "Why Do I Need a myNew Jersey Logon ID?".

- j. You will then be prompted to log in again with your *myNew Jersey* credentials.
- k. On the next screen, enter the appropriate information in all fillable fields, click the check box to agree to the Terms and Conditions, and click the "Sign Up" button at the bottom of the screen to complete your registration.

This is a screenshot of the "Hello! Welcome." registration page. The page has a white background. At the top, it says "Hello! Welcome." in a large, dark blue font. Below that, it says "Register below by entering your data" in a smaller, dark blue font. There are several input fields: "First Name*", "Last Name*", "Email*" (with the text "test@testemail.com" inside), "FEIN*", "Phone Number*", "Job Title", and "Website". Below these fields is a checkbox labeled "I agree to the Terms and Conditions". At the bottom, there is a "SIGN UP" button. In the bottom right corner, there is a small icon of a cursor pointing to the top right corner.



Projects

Upon login, you will be taken to Projects.

Site Navigation

New Jersey Wage Hub consists of two 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

The Projects 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 Project. 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. 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.
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 this link.</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.

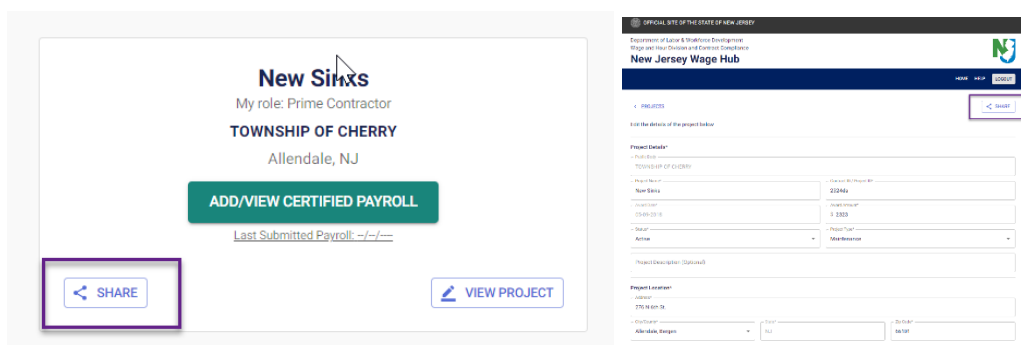
Project Cards

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		
C Contractor Name	D Registration Status	E Debarment Status	F Date Wages Due & Paid	G Week Ending Date	H Submitted Date	I Certified Payroll
01 Czlapjrwxxma	Registered			7/26/2023	7/20/2023	VIEW
01 Czlapjrwxxma	Registered			7/23/2023	7/20/2023	VIEW
01 Czlapjrwxxma	Registered		2/24/2023	2/12/2023	7/20/2023	VIEW
01 Czlapjrwxxma	Registered			7/23/2023	7/20/2023	VIEW
01 Czlapjrwxxma	Registered		2/24/2023	2/12/2023	6/30/2023	VIEW
01 Czlapjrwxxma	Registered			7/7/2023	6/30/2023	VIEW
01 Czlapjrwxxma	Registered			6/30/2023	6/30/2023	VIEW

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- The Project name is a link to the contract/project details.
- A short summary of the project details including the public body, project location, and the contract ID/project ID.
- The name of the contractor.
- Contractor registration status at the time the certified payroll was submitted to the New Jersey wage Hub.
- Contractor debarment status (if relevant) at the time the certified payroll was submitted to the New Jersey wage Hub.
- Date Wages Due & Paid is populated based on the data in your certified payroll submission.
- Week Ending Date is populated based on the data in your certified payroll submission.
- Submitted Date indicates when this form was submitted in the New Jersey Wage Hub.
- 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)