

NEW JERSEY WAGE HUB



NJWAGES.NJ.GOV is an official website of the New Jersey Department of Labor and Workforce Development (NJDOL) making it easier for public works contractors, contracting agencies and employers to submit required certified payrolls and Diane B. Allen Equal Pay Act reports.

Sign up at njwages.nj.gov

- Report certified payrolls online
- Get a digital record of the payrolls you submit
- Satisfy your requirement to submit certified payrolls with NJDOL
- Browse our certified payroll database
- Mandatory online reporting for contractors performing public work starts August 16, 2024
- Beat the deadline by signing up now



NJ.GOV/LABOR

MW-87C (10/23)

PUBLIC WORKS CONTRACTOR CHECKLIST

General Contractors & Subcontractors, here are the steps you need to complete **before** you bid on a public project



✓ **Register online as a Public Works Contractor**

→ njportal.com/lwd/pwcr

Documents you'll need:

- Federal Employment Identification Number (FEIN)
- Credit card or electronic check
- NAICS code
- Workers' Comp policy number
- Payroll information
- Registered Apprenticeship program information for each trade/craft

✓ **Create a Registered Apprenticeship Program**

✓ **Provide Registered Apprenticeship registration**

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Here are the steps you need to complete **after** receiving a public contract



- ✓ Check the NJ Department of Labor's website to confirm all contractors and named subcontractors are properly registered as public works contractors and able to perform public work
- ✓ Ensure proper classification and prevailing wage rate(s) are assigned by all contractors and subcontractors
- ✓ Submit certified payrolls within 10 days of pay period for all work performed subject to the Prevailing Wage Act by using our online portal at njwages.nj.gov.



Remember: You must register as a public works contractor **and** have a Registered Apprenticeship program in place **before** you bid on a public project!

Learn more here:



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