

Payroll Certification for Public Works Projects  
for Contractor and Subcontractor’s Weekly and Final Certification

**SUBMIT** form via the NJ Wage Hub (*njwages.nj.gov*) or use other submission methods in the portal.

**IMPORTANT:** For purposes of law, you must *also* submit this form to the appropriate public body or lessor, either via the NJ Wage Hub or other methods.

Name of <input type="checkbox"/> Contractor or <input type="checkbox"/> Subcontractor			Business Address		Project Name	
F.E.I.N.			Project Location		Contract I.D. or Project I.D.	
Payroll No.	Date Wages Due & Paid	Week Ending Date			Contractor Registration #	
or <input type="checkbox"/> Final Certification						

1.  Employee Name and Address	2. Work		3. Demographics			Overline or Straight Time	4. Day and Date							5.  Total Hours	6.  Hourly Rate of Pay	7.		8.						9.  Net Wages Paid for Week	10.  Total Fringe Benefit Cost/Hour
	Job Title  <i>e.g., apprentice, journeyman, foreman</i>	Work Classification/ Occupational Category  <i>e.g., carpenter, mason, plumber</i>	Sex <i>M=Male F=Female N=Non-Binary</i>	Race  <i>See Key</i>	Ethnicity <i>H=Hispanic N=Non- Hispanic</i>		SU	MO	TU	WE	TH	FR	SA			Gross Amt. Earned		Deductions							
							mm/dd	mm/dd	mm/dd	mm/dd	mm/dd	mm/dd	mm/dd			This Project	This Week	FICA	Federal Tax	State Tax	Other	(specify)	Total Deductions		
							Hours worked each day																		
						S																			
						O																			
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**KEY** **W**= White; **B**= Black or African American;  
**A**= Asian; **N**= American Indian or Native Alaskan;  
**I** = Native Hawaiian or Pacific Islander; **M**= 2 or More

(1) That I pay or supervise the payment of the persons employed by

(Project Name & Location)

that during the payroll period beginning on (date) \_\_\_\_\_, and ending on (date) \_\_\_\_\_, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of the aforementioned Contractor or Subcontractor from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et seq. and Regulation N.J.A.C. 12:60 et seq. and the Payment of Wages Law, N.J.S.A. 34:11-4.1 et seq.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered with the United States Department of Labor, Bureau of Apprenticeship and Training and enrolled in a certified apprenticeship program.

(4) That:

(a) WHERE 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 employ-ees, as noted in Section 4(c) at right.

(b) WHERE 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, except as noted in Section 4(c) at right.

(5) N.J.S.A. 12:60-2.1 and 5.1 – The Public Works employers shall submit to the public body or lessor a certified payroll record each pay period within 10 days of the payment of wages.

☐ By checking this box and typing my name below, I am electronically signing this application. I understand that an electronic signature has the same legal effect as a written signature.

Title \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_

THE FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION.  
— N.J.S.A. 34:11- 56.25 ET SEQ. AND N.J.A.C. 12:60 ET SEQ. AND N.J.S.A. 34:11-4.1 ET SEQ.

To calculate the cost per hour, divide 2,000 hours into the benefit cost per year per employee.

[illegible]