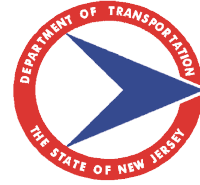


New Jersey Department of Transportation
1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600



Baseline Document Change Announcement

ANNOUNCEMENT: BDC24S-20

DATE: January 28, 2025

SUBJECT: Online Certified Payroll
- **Revision to Subpart 105.02.05 of the 2019 Standard Specifications for Road and Bridge Construction, and revisions to the State Funded Project Attachment 5 and Federal Aid Project Attachment 7 of the 2019 Standard Inputs.**

Subpart 105.02.05 of the 2019 Standard Specifications for Road and Bridge Construction, and the State Funded Project Attachment 5 and Federal Aid Project Attachment 7 of the 2019 Standard Inputs have been revised to ensure that certified payrolls are to be submitted online by Contractors in compliance with P.L. 2023, c. 138.

The revisions to the State Funded Project Attachment 5 and Federal Aid Project Attachment 7 to the 2019 Standard Input are hereby attached.

The following revisions have been incorporated into the 2019 Standard Specifications via the 2019 Standard Inputs, SI2019:

105.02.05 Civil Rights Requirements

1. Federal Aid Projects

THE THIRD PARAGRAPH IS CHANGED TO:

Ensure compliance with the labor standards provisions of the Contract. Submit weekly certified payrolls and Statement of Compliance as required in the Contract to the RE. In addition, file Diane B. Allen Equal Pay Act information to the NJ Wage Hub online using the following link: <https://www.nj.gov/labor/wageandhour/prevailing-rates/njwagehub.shtml>. Monitor and verify the owner-operator status of all DBE and non-DBE truckers working on Federal Aid Projects used for the Contract. Submit the DBE Trucking Verification (Form CR-274) to the Department. Failure of a Contractor to meet the requirements of this paragraph may result in payment being delayed or withheld as specified in Section 105, default as specified in Section 108, disqualifying the Contractor from future bidding as non-responsible, or termination of the Contract as specified in Section 108.

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2. Wholly State Funded Contracts.

THE THIRD PARAGRAPH IS CHANGED TO:

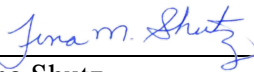
Ensure compliance with the labor standards provisions of the Contract. Submit weekly certified payrolls and Statement of Compliance on NJ Department of Labor and Workforce Development Form MW-562 – Payroll Certification for Public Works Projects as required in the Contract to the RE, and also upload the weekly certified payroll online using the following link: <https://www.nj.gov/labor/wageandhour/prevailing-rates/njwagehub.shtml>. Monitor and verify the status of all SBE truck owner-operators working on wholly State Funded highway construction projects used for the Contract. Failure of a Contractor may result in payment being delayed or withheld as specified in Section 105; default as specified in Section 108, or termination of the Contract as specified in Section 108.

Implementation Code R (ROUTINE)

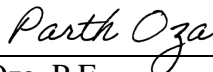
Changes must be implemented in all applicable Department projects scheduled for Final Design Submission at least one month after the date of the BDC announcement. This will allow designers to make necessary plan, specifications, and estimate/proposal changes without requiring the need for addenda or postponement of advertisement or receipt of bids.

Recommended By:

Approved By:



Tina Shutz
Director
Capital Program Support



Parth Oza, P.E.
Assistant Commissioner
Capital Program Management
and Deputy State Transportation Engineer

STATE FUNDED PROJECT ATTACHMENT 5

PAYROLL REQUIREMENTS FOR WHOLLY STATE FUNDED PROJECTS

- A. Payroll Reports.** Each Contractor and subcontractor shall furnish the RE with payroll reports on NJ Department of Labor and Workforce Development Form MW-562 for each week of contract work. Such reports shall be submitted within 10 days of the date of payment covered thereby and shall contain the following information:
1. Each employee's full name and address of each such employee.
 2. The ethnicity and gender of each employee.
 3. Each employee's specific work classification (s).
 4. Entries indicating each employee's basis hourly wage rate(s) and, where applicable, the overtime hourly wage rate(s). Any fringe benefits paid to approved plans, funds or programs on behalf of the employee must be indicated. Any fringe benefits paid to the employee in cash must be indicated.
 5. Each employee's daily and weekly hours worked in each classification, including actual overtime hours worked (not adjusted).
 6. Each employee's gross wage.
 7. The itemized deductions made.
 8. The net wages paid.
- B. Statement of Wages.** Each Contractor or subcontractor shall furnish a statement each week to the RE with respect to the wages paid each of its employees engaged in contract work covered by the New Jersey Prevailing Wage Act during the preceding weekly payroll period. The statement shall be executed by the Contractor or subcontractor or by an authorized officer or employee of the Contractor or subcontractors who supervises the payment of wages. Contractors and subcontractors must use the certification set forth on NJ Department of Labor and Workforce Development Payroll Certification for Public Works Project Form MW-562. Each payroll submitted must be accompanied by a signed "Statement of Compliance."
- C. Maintaining Records.** Contractor and subcontractor shall maintain complete social security numbers and home address for employees. Government agencies are entitled to request or review all relevant payroll information, including social security numbers and addresses of employees. Contractors and subcontractors are required to provide such information upon request.
- D. Lack of Compliance.** Failure of the Contractor or subcontractor to comply with the payroll requirements may result in payment being delayed or withheld as specified in Section 105, default as specified in Section 108 or termination of the Contract as specified in Section 108.
- E. Diane B. Allen Equal Pay Act, N.J.S.A. 34:11-56.14b.** Pursuant to the DIANE B. ALLEN EQUAL PAY ACT, N.J.S.A. 34:11-56.14.b., the Contractor shall provide to the Commissioner of the New Jersey Department of Labor and Workforce Development, through certified payroll records required pursuant to P.L.1963, c.150 (C.34:11-56.25 et seq.), information regarding the gender, race, job title, occupational category, and rate of total compensation of every employee of the employer employed in the State in connection with the Contract. The Contractor shall provide the Commissioner, throughout the duration of the Contract, with an update to the information whenever payroll records are required to be submitted pursuant to P.L.1963, c.150 (C.34:11-56.25 et seq.). File completed certified payroll reports of Form MW-562 online to the NJ Wage Hub at the following link: <https://www.nj.gov/labor/wageandhour/prevailing-rates/njwagehub.shtml>.

Information regarding the Diane B. Allen Equal Pay Act and its requirements may be obtained from the New Jersey Department of Labor and Workforce Development (LWD) website at: <https://nj.gov/labor/equalpay/equalpay.html>

LWD forms may be obtained from the online web site at: https://nj.gov/labor/forms_pdfs/equalpayact/MW-562withoutfein.pdf

FEDERAL AID PROJECT ATTACHMENT 7

PAYROLL REQUIREMENTS FOR NJDOT FEDERAL AID PROJECTS

- A. Certified Payroll Reports.** Each Contractor and subcontractor shall furnish the RE with certified payroll reports for each week of contract work. Such reports shall be submitted within 7 days of the date of payment covered thereby and shall contain the following information:
1. Each employee's full name and an individually identifying number, (e.g. the last four digits of the employee's social security number) of each such employee.
 2. The ethnicity and gender of each employee.
 3. Each employee's correct classification (s) of work actually performed.
 4. Entries indicating each employee's basis hourly wage rate(s) and, where applicable, the overtime hourly wage rate(s). Any rates of contributions for fringe benefits paid to approved plans, funds or programs on behalf of the employee must be indicated. Any fringe benefits paid to the employee in cash must be indicated.
 5. Each employee's daily and weekly hours worked in each classification, including actual overtime hours worked (not adjusted).
 6. Each employee's gross wage.
 7. The itemized deductions made.
 8. The net wages paid.
- B. Statement of Wages.** Each Contractor or subcontractor shall furnish a statement each week to the RE with respect to the wages paid each of its employees engaged in contract work covered by the Copeland Act, as amended during the preceding weekly payroll period. The statement shall be executed by the Contractor or subcontractor or by an authorized officer or employee of the Contractor or subcontractors who supervises the payment of wages. Contractors and subcontractors must use the certification set forth on the Department's CR-347, or any form with identical wording. Each payroll submitted must be accompanied by a signed "Statement of Compliance".
- C. Maintaining Records.** Contractor and subcontractors shall maintain payroll records for a period of three (3) years after all work on the Contract is completed. Contractor and subcontractor shall maintain complete payroll records to include: name, social security numbers, last known address, telephone number and e-mail address for each employee. Government agencies are entitled to request or review all relevant payroll information, including social security numbers and addresses of employees. Contractors and subcontractors are required to provide such information upon request.
- D. Lack of Compliance.** Failure of the Contractor or subcontractor to comply with the payroll requirements may result in payment being delayed or withheld as specified in Section 105, default as specified in Section 108 or termination of the Contract as specified in Section 108.
- E. Diane B. Allen Equal Pay Act, N.J.S.A. 34:11-56.14b.** Pursuant to the DIANE B. ALLEN EQUAL PAY ACT, N.J.S.A. 34:11-56.14.b., the Contractor shall provide to the Commissioner of the New Jersey Department of Labor and Workforce Development, through certified payroll records required pursuant to P.L.1963, c.150 (C.34:11-56.25 et seq.), information regarding the gender, race, job title, occupational category, and rate of total compensation of every employee of the employer employed in the State in connection with the Contract. The Contractor shall provide the Commissioner, throughout the duration of the Contract, with an update to the information whenever payroll records are required to be submitted pursuant to P.L.1963, c.150 (C.34:11-56.25 et seq.). File completed certified payroll reports of NJ Department of Labor and Workforce Development Form MW-562 – Certified Payrolls for Public Works Project to the NJ Wage Hub at the following link: <https://www.nj.gov/labor/wageandhour/prevaling-rates/njwagehub.shtml>.

September 2024

October 2023

April 2019

June 2017

Information regarding the Diane B. Allen Equal Pay Act and its requirements may be obtained from the New Jersey Department of Labor and Workforce Development (LWD) website at:
<https://nj.gov/labor/equalpay/equalpay.html>

LWD forms may be obtained from the online web site at:
https://nj.gov/labor/forms_pdfs/equalpayact/MW-562withoutfein.pdf