

Please visit --->> <https://www.construction-business-forms.com/nj-certified-payroll-forms.html> to access the fillable, savable, reusable California Notice of Completion form in EXCEL & PDF!

NJ Department of Labor & Workforce Development

Payroll Certification for Public Works Projects

for Contractor and Subcontractor's Weekly and Final Certification

Other (specify)

Name of <input type="checkbox"/> Contractor or <input type="checkbox"/> Subcontractor			Business Address			Project Name			SUBMIT form by email: equalpayact@dol.nj.gov IMPORTANT: For purposes of law, you must also submit this form to the appropriate public body or lessor.		
F.E.I.N.			Project Location			Contract I.D. or Project I.D.					
Payroll No.	Date Wages Due & Paid (mm/dd/yyyy)	Week Ending Date <input type="checkbox"/> Final Certification				Contractor Registration #					

1.	2. Work		3. Demographics		4. Day and Date					5.		6.		7. Gross Amt. Earned		8. Deductions					9.	10.
Employee Name & Address	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 X=Non-Binary</i>	Race <i>See Key</i>	Straight Time or Overtime	Hours worked each day					Total Hours	Hourly Rate of Pay	This Project	This Week	FICA	Federal Tax	State Tax	Other (specify)	Other (specify)	Total Deductions	Net Wages Paid for Week	Total Fringe Benefit Cost/Hour
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SAMPLE

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

Check if additional sheets used

TIPS

USING YOUR TAB KEY TO MOVE THROUGH THE FORM

When tabbing from fillable field to fillable field, Excel determines the tab order. It's definitely not a perfect system unfortunately and you'll find that you're tabbed into a field that you didn't necessarily expect to be in.

When that happens you can use your arrow keys or your cursor to go back to the field you need to be in, and click to activate it.

TO DROP TO NEXT LINE WHEN FILLING IN MULTI-LINE FIELDS

On Windows press the alt key and the enter key at the same time.

On Macintosh, press the control key and the option key and the enter/return key at the same time.

SAVE TIME FILLING IN YOUR FORMS

Fill in all of the redundant fields such as your company name and address, your employees names, everything that will stay the same from project to project.

Save it. Now every time you open it, that redundant info will already be filled in, saving you time. If you ever need to change it, just type over what you already typed in and resave it.

PROTECTION OF THE FORM LAYOUT/DESIGN

The forms are protected but without a password. The protection allows you to tab in and out of only the fillable fields rather than in and out of every field in the form. If you need to unprotect it feel free but please make a backup copy first. Once the form is unprotected it's extremely easy for it to get "knocked out of whack". With a backup copy, if anything happens to the layout of your form, you won't have to wait until I'm available to have a replacement emailed to you. I'm more than happy to email replacements, I'm just not always readily available.

CALCULATIONS & AUTO-POPULATION OF FIELDS

Column 7 - "Gross Amount Earned This Project" will automatically calculate and populate once you've entered hours worked and hourly wage earned.

Column 7 - "Gross Amount Earned This Week" must be filled in manually. This is because hours worked on another project during the week aren't recorded on this document. Because of that, those hours won't automatically calculate into the wages earned and therefore must be added to the employee's earnings on this project and manually entered into this field.*

* If the employee did not work on any other projects during the week, enter the same dollar amount in "Gross Amount Earned This Week" as appears in "Gross Amount Earned This Project".

Column 9 - "Net Wages Paid For Week" will not automatically calculate until and unless Column 7 "Gross Amount Earned This Week" has been filled in.

PRINTING

The forms should automatically print on 8 1/2 x 11 sheets of paper, one sheet for each form. If this doesn't happen you can tell your printer to "fit sheet on one page" (or words to that effect).

You can keep this instruction sheet because it won't print unless you specifically tell it to. But if you'd rather delete it, unlock/unprotect this sheet, delete this sheet, then save the workbook.

MULTIPLE-WEEK PROJECTS

1. Fill in the forms for the first week.
2. Save it under a different file name, an example would be to save it under the project name (or however you reference your projects). Let's say the project name is Ridgecrest and the last day of this week is 1/15/21. You might save the workbook as Ridgecrest-011521.

3. For the second week, make the needed changes (hours worked, gross amt earned this week, deductions, etc.) to each employee.
4. Save it as Ridgecrest-012221 (because the week ends 1/22/2021).
5. Follow steps 3 and 4 each week until the project is done, changing the file name to match the week.

IF YOU HAVE MORE THAN ELEVEN EMPLOYEES

1. Fill in the top part of the first sheet, the payroll form. If you need to change the starting day, do that as well. Mark the check box in the lower-right corner that says "check if additional sheets used".
2. Save it under a different file name, an example would be to save it under the project name (or however you reference your projects). Let's say the project name is Ridgecrest and you save the workbook as Ridgecrest.
3. Now fill in "Ridgecrest" with the information of your first eleven employees.
4. Save it under a different file name, an example would be Ridgecrest-employee-1.
5. Now go back to the "Ridgecrest" file and fill in the employee information for your next round of employees. Save it as Ridgecrest-employee-2.
6. Do this until you've got all of your employees entered.
7. For the first week of work, open the "employee 1" file and fill in the balance of the form: the hours worked, deductions, etc. for each employee.
8. Save it as Ridgecrest-employee-1-011521. The "011521" is assuming the work week ended 1/15/21. *See "Multiple-Week Projects" above for more info.*
9. Do the same thing with each sheet of employees that you have, saving them under the appropriate file names (eg. Ridgecrest-employee-2-011521, Ridgecrest-employee-3-011521, etc.).
10. For the second week of work, do the same as above (steps 7 thru 9) but change the week number in the file name: Ridgecrest-employee-1-week-012221, Ridgecrest-employee-2-012221, and so on...

11. Follow steps 7 thru 9 for each week of work.

My email address:

thecontractorsgroup@gmail.com

Please feel free to contact me for any reason.

If your computer loses your form, or it gets knocked out of whack, etc. please email me and let me know the email address you used during your purchase (or the order number if you have it) and I'll send you a new copy.