

Effective January 1, 2021

★ **8. NEW JERSEY CONSTRUCTION CLASSIFICATION PREMIUM ADJUSTMENT PROGRAM**
APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

This application must contain all of the requested information, it must be signed and it must contain data on ALL of your operations, both contracting and non-contracting. Wages for ALL employees regardless of hourly wage must be included. The application of any Credit Factor is subject to audit. Therefore, please retain your payroll records to support the information provided in the Application.

To apply visit <https://ccpap.njcrib.com>. The application must be received 60 days prior to the Rating Effective Date. If the completed Application is not received within the timeframe specified, your policy premium calculation will not reflect any premium credit.

SPECIFIC INSTRUCTIONS

DATA PERIOD—Must be one of the latest four complete calendar quarters preceding the due date of the application.

NEW JERSEY WAGES. Provide the total gross New Jersey wages paid under each classification code number for the quarter selected. Gross wages are the total amounts paid to your employees during the quarter including wages paid to personnel no longer employed. It includes salaries, wages, commissions and bonuses. It excludes overtime premium wages. Overtime premium wage is the wage paid above the straight time hourly pay. For example, if an employee worked 40 hours @ \$6 an hour and 2 hours @ \$9 an hour, the employee should be included on the application for 42 hours @ \$6 per hours (\$252). The additional \$3 paid for the 2 hours of overtime is excluded provided your payroll records are properly maintained.

The wage and name of each executive officer is to be separately shown under the appropriate classification code number. The actual wage is limited by the minimum/maximum wage requirement depending on selected quarter/year.

Do not include payrolls for subcontractors and independent contractors.

All amounts should be rounded to the nearest dollar.

NEW JERSEY HOURS WORKED. Provide the total number of hours worked for each classification code number for the selected quarter. In the absence of specific records, salaried employees should be assumed to each work forty (40) hours per week. Hours worked for each executive officer are always considered as 520 per quarter.

Note. The wages and hours worked must be consistent (except premium overtime pay) with that included in Form WR-30 and reported to the New Jersey Department of Labor and Workforce Development, Division of Employment Security Revenue.

TIME SCHEDULE

**FOR RATING RENEWALS
DURING THE MONTH OF**

**YOU MAY SELECT ANY COMPLETE
PAYROLL QUARTER BETWEEN**

January	x	October x-2	thru	September	x-1
February	x	October x-2	thru	September	x-1
March	x	January x-1	thru	December	x-1
April	x	January x-1	thru	December	x-1
May	x	January x-1	thru	December	x-1
June	x	April x-1	thru	March	x
July	x	April x-1	thru	March	x
August	x	April x-1	thru	March	x
September	x	July x-1	thru	June	x
October	x	July x-1	thru	June	x
November	x	July x-1	thru	June	x
December	x	October x-1	thru	September	x