

THE PORT AUTHORITY OF NY & NJ

INSTRUCTIONS FOR SUBMISSION CERTIFICATION FORM – MINIMUM WAGE – AIRPORTS

GENERAL INFORMATION:

All employers providing services at LaGuardia, John F. Kennedy International and Newark Liberty International Airports must submit a **CERTIFICATION FORM – MINIMUM WAGE – AIRPORTS** to be compliant with the “Minimum Wage Policy and Guidelines for Non-Trade Labor Service Contracts – All Facilities” adopted by the Port Authority of NY & NJ Board of Commissioners on April 23, 2014. The Form is located at the following website location: <http://www.panynj.gov/airports/minimum-wage-rules.html> and below are instructions related to its completion and submission.

This Certification Form allows online entry of information and the ability to print the document for notarization.

INSTRUCTIONS:

1. To access and submit a Certification Form, employers must register by establishing a company Username, establishing a password for the system and providing the submitter’s email address (For example: User Name: ACME_TRADING, Password: ##### and submitter’s Email: JSmith@acme.com). During this initial setup, the system will also ask for the employer name and contact information. The contact name should be a company representative able to respond to any questions on the information submitted. ***Once the account is created, the submitter will receive an email with a verification link that must be clicked in order to proceed with entering the Certification Form information.*** Initially entered data will be populated on the Certification Form.

Retain the User Name and Password information, for reference, in submitting future annual submissions. If the contact e-mail is different on the pre-populated form, simply overwrite that entry with the appropriate information. The User Name and submitter’s Email will print at the bottom of the form as a reference aid.

2. Proceed to enter information. Each airport’s information must be submitted individually. At the end of submitting one airport, the submitter will be prompted to respond whether they wish to submit another Certification Form or end session. Note that once an airport’s information is submitted, it cannot be updated or re-entered for the current cycle.
3. Required fields are denoted with an asterisk (*) and information must be entered in order to complete submission.
4. “SUBMIT AND PRINT FOR NOTARIZATION” is at the end of the Form and should be selected after all information is accurately completed including the name/title of signatory and date. Using PRINT, at the top of the completed Form, will print it out with the entered information.

5. The printed Form must be notarized for original hardcopy submission to the appropriate Properties and Commercial Development Office(s) listed below:

JFK Properties & Commercial Development Office
The Port Authority of NY & NJ
John F. Kennedy International Airport, Bldg. 14
Jamaica, NY 11430
Attention: Minimum Wage Policy Administrator

LGA Properties & Commercial Development Office
The Port Authority of NY & NJ
LaGuardia Airport
Hangar 7 Center, 3rd Floor
Flushing, NY 11371
Attention: Minimum Wage Policy Administrator

EWR Properties & Commercial Development Office
The Port Authority of NY & NJ
Newark Liberty International Airport
1 Conrad Road, Building 1
Newark, NJ 07114
Attention: Minimum Wage Policy Administrator