

**WASHINGTON TOWNSHIP PUBLIC SCHOOLS**  
**Payroll Voucher – Stipends & Co-Curricular Activities**

(1) Employee Name: \_\_\_\_\_ (5) Employee Number: \_\_\_\_\_  
 (2) Regular School: \_\_\_\_\_ (6) Account Number: \_\_\_\_\_  
 (3) Regular Position: \_\_\_\_\_ (7) Board Approval Date: \_\_\_\_\_  
 (4) Date Submitted: \_\_\_\_\_ (8)  Include Earnings in Salary Check  
 Second Check (over \$100 only) and withheld at flat 22% federal tax rate

**SEE REVERSE SIDE FOR COMPLETION INSTRUCTIONS**

(9) DATE	(10) DESCRIPTION OF JOB Stipend Type or Sport/Activity & Season <i>Please be specific in your description – (eg: 1<sup>st</sup> Semester 6<sup>th</sup> Period Algebra II)</i>	(11) LOCATION WORKED	(12) STIPEND AMOUNT

**IN ORDER FOR THIS VOUCHER TO BE PROCESSED NUMBERS 1 THRU 13 MUST  
BE COMPLETED OR VOUCHER WILL BE RETURNED TO EMPLOYEE.**

**I do solemnly declare, under penalty of law, that the above information is correct and that the work indicated has been completed by me in its entirety.**

(13) Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (14) Supervisor/Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (15) Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYROLL USE ONLY**

Date Received in Payroll: \_\_\_\_\_

Total Hours Worked: Regular \_\_\_\_\_  
 1-1/2 \_\_\_\_\_  
 Double \_\_\_\_\_

Check # \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_

Total Earnings: \_\_\_\_\_

Date Paid: \_\_\_\_\_

## **PAYROLL VOUCHER FOR STIPEND/CO-CURRICULAR PROCEDURES**

**Use voucher with revision date of February 2018 only. Previous versions will not be accepted.  
Duplicate on canary yellow paper.**

To ensure prompt payment, the following guidelines must be followed:

- 1) Voucher(s) should be completed in **blue or black ink** and must contain original signatures. Please **print clearly** to ensure proper payment. Vouchers submitted in pencil will not be accepted and will be returned to the employee.
- 2) Items 1 through 15 **must be completed** before submitting to Payroll.

Items 1 and 13, Employee Name and Employee Signature must match and be the legal name on file with Payroll. No nicknames are allowed.

Item 5, Employee Number, is found in the top-left hand box of your pay stub or on the employee profile tab in PrimePoint. (Do not use your Social Security number.)

Item 8, You may request that this voucher payment be included with your salary check OR processed as a second check which will have a flat 22% federal tax rate. All other State and Federal taxes are calculated at their regularly applicable rates. Any voucher with no box checked will automatically have the additional monies included in the salary check.

Items 9 – 12, cannot contain ditto, quote marks, or arrows to repeat information. Each item must be completed to ensure proper payment.

Item 10, Description of Job, must be specific and include the type of Stipend, class and/or grade level, and applicable semester or time frame; Sport or Activity, grade level if applicable, and season or time frame if applicable.

- 3) In order to be paid in accordance with the published voucher schedule, all vouchers **must be received in the Payroll Department completely and correctly filled out, and signed by the appropriate supervisor, principal, etc.** by the due date indicated on the published voucher schedule.
- 4) **All work must be completed prior to submitting voucher to Payroll.**
- 5) Vouchers must be submitted in a timely manner, no later than the 15<sup>th</sup> of the month following the month worked. (For example: September's work must be submitted by October 15<sup>th</sup>.)

**Failure to follow these procedures will result in delayed payment, and may be cause for disciplinary action.**

Thank you.