Washington Township BOE Payroll Department

TO: All Administrators/Supervisors/Staff

FROM: Lori Laundra, Payroll Manager

RE: 2024-2025 Substitute Payroll Schedule for Sign-in Sheets

DATE: June 25, 2024

Below is a list of pay dates and the corresponding work weeks included in each pay period. Please keep this information for future reference.

|  |  |  |
| --- | --- | --- |
| **Pay Period Ending:** |  | **Sub Weeks Worked (Ending):** |
| July 15, 2024 |  | 06/15/24 & 06/22/24 |
| July 31, 2024 |  | 06/29/24, 07/06/24 & 07/13/24 |
| August 15, 2024 |  | 07/20/24 & 07/27/24 |
| August 31, 2024 |  | 08/03/24 & 08/10/24 |
| September 15, 2024 |  | 08/17/24 & 08/24/24 |
| September 30, 2024 |  | 08/31/24 & 09/07/24 |
| October 15, 2024 |  | 09/14/24 & 09/21/24 |
| October 31, 2024 |  | 09/28/24, 10/05/24 & 10/12/24 |
| November 15, 2024 |  | 10/19/24 & 10/26/24 |
| November 30, 2024 |  | 11/02/24 & 11/09/24 |
| December 15, 2024 |  | 11/16/24 & 11/23/24 |
| December 31, 2024 |  | 11/30/24 |
| January 15, 2025 |  | 12/07/24, 12/14/24 & 12/21/24 |
| January 31, 2025 |  | 12/28/24, 01/04/25 & 01/11/25 |
| February 15, 2025 |  | 01/18/25 & 01/25/25 |
| February 28, 2025 |  | 02/01/25 & 02/08/25 |
| March 15, 2025 |  | 02/15/25 & 02/22/25 |
| March 31, 2025 |  | 03/01/25 & 03/08/25 |
| April 15, 2025 |  | 03/15/25 & 03/22/25 |
| April 30, 2025 |  | 03/29/25 &04/05/25 |
| May 15, 2025 |  | 04/12/25, 04/19/24 & 04/26/25 |
| May 31, 2025 |  | 05/03/25 & 05/10/25 |
| June 15, 2025 |  | 05/17/25 & 05/24/25 |
| June 30, 2025 |  | 05/31/25 & 06/07/25 |

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2024-2025 Substitute Payroll Schedule for Sign-In Sheets

June 25, 2024

**PLEASE NOTE:**

**The substitute sign-in sheet is the ONLY** **record from which you are paid.**

It is important that you fill out the required information. Your name, the name of the employee you are replacing, the date worked, and the in/out times **MUST be printed clearly and legibly.** If any of the information is illegible or missing, **you will not be paid**.

Food Service and Transportation Substitutes are paid on the above dates, but do not follow the same “weeks worked” schedule. For more information on the Food Service and Transportation payroll schedule, please contact those respective departments.

If you have any questions regarding the above schedule or your paycheck, please contact the Payroll Department at 856-589-6644, extension 6512 or 6513.