

# Washington Township BOE Payroll Department

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TO: All Administrators/Supervisors/Staff

FROM: Terri Schultz, Payroll Coordinator

RE: 2025-2026 Substitute Payroll Schedule for Sign-in Sheets

DATE: May 1, 2025

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

<b>Pay Period Ending:</b>	<b>Sub Weeks Worked (Ending):</b>
July 15, 2025	06/14/25, 06/21/25 & 06/28/25
July 31, 2025	06/30/25, 07/05/25 & 07/12/25
August 15, 2025	07/19/25 & 07/26/25
August 31, 2025	08/02/25 & 08/09/25
September 15, 2025	08/16/25 & 08/23/25
September 30, 2025	08/30/25 & 09/06/25
October 15, 2025	09/13/25 & 09/20/25
October 31, 2025	09/27/25, 10/04/25 & 10/11/25
November 15, 2025	10/18/25 & 10/25/25
November 30, 2025	11/01/25 & 11/08/25
December 15, 2025	11/15/25 & 11/22/25
December 31, 2025	11/29/25
January 15, 2026	12/06/25, 12/13/25 & 12/20/25
January 31, 2026	12/27/25, 01/03/26 & 01/10/26
February 15, 2026	01/17/26 & 01/24/26
February 28, 2026	01/31/26 & 02/07/26
March 15, 2026	02/14/26 & 02/21/26
March 31, 2026	02/28/26 & 03/07/26
April 15, 2026	03/14/26 & 03/21/26
April 30, 2026	03/28/26 & 04/04/26, 4/11/26
May 15, 2026	04/18/26 & 04/25/26
May 31, 2026	05/02/26 & 05/09/26
June 15, 2026	05/16/26 & 05/23/26
June 30, 2026	05/30/26 & 06/06/26



**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.