

Washington Township BOE Payroll Department

TO: All Administrators/Supervisors/Staff

FROM: Terri Schultz, Payroll Coordinator

RE: 2025 - 2026 Payroll Voucher Schedule

DATE: May 1, 2025

For payroll vouchers to be included in a specific pay period, **the information must be received in the PAYROLL OFFICE completed, signed, and include all appropriate approvals by the following dates:**

Pay Period Ending	Vouchers Due
July 15, 2025	June 23, 2025
July 31, 2025	July 14, 2025
August 15, 2025	July 31, 2025
August 31, 2025	August 11, 2025
September 15, 2025	August 25, 2025
September 30, 2025	September 15, 2025
October 15, 2025	September 29, 2025
October 31, 2025	October 14, 2025
November 15, 2025	October 27, 2025
November 30, 2025	November 10, 2025
December 15, 2025	November 24, 2025
December 31, 2025	December 1, 2024
January 15, 2026	December 19, 2025
January 30, 2026	January 12, 2026
February 15, 2026	January 26, 2026
February 28, 2026	February 9, 2026
March 15, 2026	February 23, 2026
March 31, 2026	March 11, 2026
April 15, 2026	March 23, 2026
April 30, 2026	April 13, 2026
May 15, 2026	April 27, 2026
May 31, 2026	May 11, 2026
June 15, 2026	May 26, 2026
June 18, 2026 **	No Vouchers or Sign-In Sheets
June 30, 2026	June 12, 2026

PLEASE NOTE:

Vouchers must be submitted in a timely manner, no later than the 15th of the month following the month worked. (For example: September's work must be submitted by October 15th).

Vouchers must be completed in blue or black ink only and must contain original signatures. Items 1 through 16 **MUST be completed** before being submitted to Payroll. Incomplete vouchers will be returned to the employee.

When referring to the scheduled due date and anticipating a corresponding payroll date, please keep in mind your submission date and then allow for the time required to obtain all necessary signature(s) and for the voucher to be forwarded to the Payroll Department.

Vouchers received after the scheduled due date will be included in the next pay period.

Payroll dates are subject to change if the school calendar is adjusted for snow or emergency closings.

FAILURE TO FOLLOW THE ABOVE PROCEDURES WILL CAUSE DELAYS IN PROCESSING YOUR PAYMENT.

****** The June 18, 2026 pay tentatively is the second of two pays for ten (10) month employees only. Vouchers and sign-in sheets will not be processed in this pay.