Washington Township BOE Payroll Department

TO: All Administrators/Supervisors/Staff

FROM: Lori Laundra, Payroll Manager

RE: 2024 - 2025 Payroll Voucher Schedule

DATE: June 25, 2024

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, 2024 |  | June 26, 2024 |
| July 31, 2024 |  | July 15, 2024 |
| August 15, 2024 |  | August 1, 2024 |
| August 31, 2024 |  | August 13, 2024 |
| September 15, 2024 |  | August 27, 2024 |
| September 30, 2024 |  | September 11, 2024 |
| October 15, 2024 |  | September 25, 2024 |
| October 31, 2024 |  | October 14, 2024 |
| November 15, 2024 |  | October 25, 2024 |
| November 30, 2024 |  | November 6, 2024 |
| December 15, 2024 |  | November 26, 2024 |
| December 31, 2024 |  | December 3, 2024 |
| January 15, 2025 |  | December 19, 2024 |
| January 31, 2025 |  | January 14, 2025 |
| February 15, 2025 |  | January 28, 2025 |
| February 29, 2025 |  | February 11, 2025 |
| March 15, 2025 |  | February 25, 2025 |
| March 31, 2025 |  | March 12, 2025 |
| April 15, 2025 |  | March 27, 2025 |
| April 30, 2025 |  | April 3, 2025 |
| May 15, 2025 |  | April 28, 2025 |
| May 31, 2025 |  | May 13, 2025 |
| June 15, 2025  |  | May 27, 2025 |
| June 16, 2025 \*\* |  | No Vouchers or Sign-In Sheets |
| June 30, 2025 |  | June 11, 2025 |

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2024 - 2025 Payroll Voucher Schedule

June 25, 2025

**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 16, 2025 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.