

Payroll FAQs: Vouchers

Most questions can be answered by reading the directions posted to the back of all payroll vouchers. The following FAQs will only address questions that cannot be typically answered by reading a copy of a payroll voucher.

Should I submit a voucher?

If you have been approved to work any additional time over and above what your normal workday is, you should submit a voucher for the time you worked. If you are unsure if the hours you worked were additional, please contact your supervisor to confirm.

If you are a work study, a co-curricular employee or an ABA Facilitator, all of the hours you work must be submitted on a voucher.

Which type of voucher should I use?

Please be aware that all vouchers are titled according to the type of additional time being worked. Should you be unsure which type of voucher you should be submitting, please contact your supervisor for verification.

Typically, all vouchers should be printed on canary yellow paper. Homebound vouchers should be printed on green paper.

Should I select to have a second check paid for my voucher time?

The decision to receive your vouchered money in the form of a second check is completely your own decision. Please be advised that all second checks will be federally taxed at a flat 22% rate.

How will I know when to expect payment for my voucher time?

The Voucher Schedule can be found here: <https://www.wtps.org/Page/23158>

I turned in my voucher in time for the next payroll, why do I not see the money in my paycheck?

There are many variables in the delay of a voucher payment because each voucher requires certain stipulations before it can be paid. Some may require more than one administrative signature, others may have been delayed because the information was not entered in a correct format.

Could I log all the overtime I worked onto one voucher at submit it in a few months/at the end of the year?

No. "Holding-on" to your vouchers is not allowed. Not only will this cause confusion, but the voucher will also be subject to further delays in payment and could be cause for disciplinary action. Please submit all vouchers by the 15th of the month following the time worked. (Ex: Time worked in September should be submitted by October 15th.)