Washington Township BOE Payroll Department

TO: All Administrators/Supervisors/Staff

FROM: Barb Coan, Payroll

RE: 2023-2024 Substitute Payroll Schedule for Sign-in Sheets

DATE: May 10, 2023

Below is a list of pay dates and the corresponding work weeks included in each pay date. Please post this information in a conspicuous place for future reference.

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| --- | --- | --- |
| **Pay Period Ending:** |  | **Sub Weeks Worked:** |
| July 15, 2023 |  | 6/18/2023 |
| July 31, 2023 |  | 6/25/23, 7/2/23 & 7/9/23 |
| August 15, 2023 |  | 7/16/23 & 7/23/23 |
| August 31, 2023 |  | 7/30/23 & 8/6/23 |
| September 15, 2023 |  | 8/13/23 & 8/20/23 |
| September 30, 2023 |  | 8/27/23, 9/3/23 & 9/10/23 |
| October 15, 2023 |  | 9/17/23 & 9/24/23 |
| October 31, 2023 |  | 10/1/23 & 10/8/23 |
| November 15, 2023 |  | 10/15/23 & 10/22/23 |
| November 30, 2023 |  | 10/29/23 & 11/5/23 |
| December 15, 2023 |  | 11/12/23, 11/19/23 & 11/26/23 |
| December 31, 2023 |  | 12/3/23 |
| January 15, 2024 |  | 12/10/23, 12/17/23 &12/24/23 |
| January 31, 2024 |  | 12/31/23, 1/7/2024 |
| February 15, 2024 |  | 1/14/24 & 1/21/24 |
| February 29, 2024 |  | 1/28/24 & 2/4/24 |
| March 15, 2024 |  | 2/11/24 & 2/18/24 |
| March 31, 2024 |  | 2/25/24 & 3/3/24 |
| April 15, 2024 |  | 3/10/24 & 3/17/24 |
| April 30, 2024 |  | 3/24/24, 3/31/24 & 4/7/24 |
| May 15, 2024 |  | 4/14/24 & 4/21/24 |
| May 31, 2024 |  | 4/28/24 & 5/5/24 |
| June 15, 2024 |  | 5/12/24, 5/19/24 & 5/26/24 |
| June 30, 2024 |  | 6/2/24 |

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2023-2024 Substitute Payroll Schedule for Sign-In Sheets

May 10, 2023

**PLEASE NOTE:**

**The substitute sign-in sheet is the ONLY** **record from which you are paid**, so 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 times in and out **MUST be printed clearly and legibly.** If any of the information is missing or illegible, **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 Food Service and Transportation payrolls, please contact those respective departments.

If you have any questions regarding the above schedule or your payroll check, please contact the Payroll Department at 856-589-6644, extension 6513 or 6518.