Washington Township Payroll Department

TO: All Administrators/Supervisors/Staff

FROM: Barb Coan, Payroll

RE: 2022-2023 Voucher Schedule

DATE: May 3, 2022

In order for payroll vouchers to be included in a particular pay period, **the information must be received in the PAYROLL OFFICE completed, signed, and with all appropriate approvals by the following dates:**

|  |  |  |
| --- | --- | --- |
| **Pay Period Ending:** |  | **Vouchers Due:** |
| **July 15, 2022** |  | **June 20, 2022** |
| **July 31, 2022** |  | **July 5, 2022** |
| **August 15, 2022** |  | **July 18, 2022** |
| **August 31, 2022** |  | **August 8, 2022** |
| **September 15, 2022** |  | **August 22, 2022** |
| **September 30, 2022** |  | **September 6, 2022** |
| **October 15, 2022** |  | **September 19, 2022** |
| **October 31, 2022** |  | **October 10, 2022** |
| **November 15, 2022** |  | **October 24, 2022** |
| **November 30, 2022** |  | **October 31, 2022** |
| **December 15, 2022** |  | **November 14, 2022** |
| **December 31, 2022** |  | **November 28, 2022** |
| **January 15, 2023** |  | **December 12, 2022** |
| **January 31, 2023** |  | **January 3, 2023** |
| **February 15, 2023** |  | **January 23, 2023** |
| **February 28, 2023** |  | **February 6, 2023** |
| **March 15, 2023** |  | **February 21, 2023** |
| **March 31, 2023** |  | **March 6, 2023** |
| **April 15, 2023** |  | **March 13, 2023** |
| **April 30, 2023** |  | **March 27, 2023** |
| **May 15, 2023** |  | **April 24, 2023** |
| **May 31, 2023** |  | **May 8, 2023** |
| **June 15, 2023** |  | **May 22, 2023** |
| **June 13, 2023 \*\*** |  | **NO VOUCHERS OR SIGN-IN SHEETS** |
| **June 30, 2023** |  | **June 5, 2023** |

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2022-2023 Voucher Schedule

May 3, 2022

**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.

Please prepare payroll vouchers well in advance to permit time for the information to be routed to Payroll by the due date indicated. Please keep in mind that it takes time to obtain required signatures and for the voucher to arrive in Payroll.

Vouchers received after the indicated 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.

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

**\*\***The June 13, 2023, 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.