Washington Township BOE Payroll Department

TO: All Administrators/Supervisors/Staff

FROM: Barb Coan, Payroll

RE: 2023-2024 Voucher Schedule

DATE: May 10, 2023

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, 2023 |  | June 19, 2023 |
| July 31, 2023 |  | July 5, 2023 |
| August 15, 2023 |  | July 17, 2023 |
| August 31, 2023 |  | August 7, 2023 |
| September 15, 2023 |  | August 21, 2023 |
| September 30, 2023 |  | September 5, 2023 |
| October 15, 2023 |  | September 18, 2023 |
| October 31, 2023 |  | October 9, 2023 |
| November 15, 2023 |  | October 23, 2023 |
| November 30, 2023 |  | November 6, 2023 |
| December 15, 2023 |  | November 20, 2023 |
| December 31, 2023 |  | December 4, 2023 |
| January 15, 2024 |  | December 11, 2023 |
| January 31, 2024 |  | January 2, 2024 |
| February 15, 2024 |  | January 16, 2024 |
| February 29, 2024 |  | February 5, 2024 |
| March 15, 2024 |  | February 20, 2024 |
| March 31, 2024 |  | March 4, 2024 |
| April 15, 2024 |  | March 18, 2024 |
| April 30, 2024 |  | April 8, 2024 |
| May 15, 2024 |  | April 22, 2024 |
| May 31, 2024 |  | May 6, 2024 |
| June 15, 2024 |  | May 20, 2024 |
| June 17, 2024 \*\* |  | NO VOUCHERS OR SIGN-IN SHEETS |
| June 30, 2024 |  | June 3, 2024 |

Page 2

2023-2024 Voucher Schedule

May 10, 2023

**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, and received in, Payroll.

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.

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

**\*\***The June 17, 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.