

WASHINGTON TOWNSHIP PUBLIC SCHOOLS
Payroll Voucher

(1) Employee Name: _____ (5) Account Number: _____
 (2) Employee Number: _____ (6) Board Approval Date: _____
 (3) Regular School: _____ (7) Include Earnings in Salary Check
 (4) Regular Position: _____ Second Check (over \$100 only) withheld at
 flat 22% for federal, other taxes still apply

SEE REVERSE SIDE FOR COMPLETION INSTRUCTIONS
FAILURE TO COMPLY WILL RESULT IN DELAY OR NON-PAYMENT OF VOUCHER

(8) DATE	(9) DESCRIPTION OF JOB	(10) LOCATION WORKED	(11) TIME		(12) # OF HRS WORKED	(13) HOURLY RATE
			IN	OUT		

(14) My regular work days are: S M T W Th F Sa (circle all that apply)

My regular hours are: _____ AM/PM to _____ AM/PM

NUMBERS 1 THRU 15 MUST BE COMPLETED OR VOUCHER WILL BE RETURNED TO EMPLOYEE.

I do solemnly declare, under penalty of law, that the above information is correct and that the work indicated has been completed by me in its entirety.

(15) Employee Signature: _____ Date: _____

(16) Supervisor/Principal Signature: _____ Date: _____

(17) Administrative Signature: _____ Date: _____

PAYROLL USE ONLY

Date Received in Payroll: _____

Total Hours Worked: Regular _____
 1-1/2 _____
 Double _____

Check # _____
 Page _____ of _____

Total Earnings: _____

Date Paid: _____

PAYROLL VOUCHER PROCEDURES

**Use voucher with revision date of February 2018 only. Previous versions will not be accepted.
Duplicate on canary yellow paper.**

To ensure prompt payment, the following guidelines must be followed:

- 1) Voucher(s) should be completed in **blue or black ink** and must contain original signatures. Please **print clearly** to ensure proper payment. Vouchers submitted in pencil will not be accepted and will be returned to the employee.
- 2) Items 1 through 17 **must be completed** before submitting to Payroll.

Items 1 and 15, Employee Name and Employee Signature must match and be the legal name on file with Payroll. **No nicknames are allowed.**

Item 2, Employee Number, is found in the top-left hand box of your pay stub or on your employee profile tab in PrimePoint. (Do not use your Social Security number.)

Item 7, You may request that this voucher payment be included with your salary check OR processed as a second check which will have a flat 22% federal tax rate. All other State and Federal taxes are calculated at their regularly applicable rates. Any voucher with no box checked will automatically have the additional monies included in the salary check.

Items 8 – 13, cannot contain ditto, quote marks, or arrows to repeat information. Each item must be completed to ensure proper payment.

Item 9, Description of Job, must have the name of the employee you are replacing, if applicable. If you are assisting a student with an activity, please include his or her initials or student ID#. (i.e. Hall/Lav monitor, subbed for John Doe; Computer Club with J.D. ID# 1234.)

Item 11, Time In and Out, must indicate A.M. or P.M.

- 3) Vouchers will be paid according to the published schedule. (Please note, your voucher **must be received in Payroll** completed and appropriately signed by the date indicated on the voucher schedule in order for it to be included for processing.)
- 4) **All work must be completed prior to submitting voucher to Payroll.**
- 5) 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.)
- 6) The district's fiscal year runs from July 1st to June 30th. When submitting a payroll voucher, do not combine 2 fiscal years together. (For example: June and July) All fiscal year end (June) work must be submitted by the date published in the Year End Fiscal Responsibilities Bulletin. This Bulletin is distributed to all Supervisors and Principals annually in May or early June.

Failure to follow these procedures will result in delayed payment, and may be cause for disciplinary action.

We are required to deduct a .5 hour lunch break for any hours worked over 6.0.

Thank you.