BERNARDS TOWNSHIP PUBLIC SCHOOLS
SCHEDULE OF PAY DATES AND VOUCHER DUE DATES 2019-2020 SCHOOL YEAR

PAY DATE	VOUCHERS MUST BE TO PAYROLL BY 3PM ON:
July 15, 2019	July 3, 2019
July 30, 2019	July 22, 2019
August 15, 2019	August 7, 2019
August 30, 2019	August 22, 2019
September 13, 2019	NO VOUCHERS
September 30, 2019	September 19, 2019
October 15, 2019	October 3, 2019
October 30, 2019	October 22, 2019
November 15, 2019	November 5, 2019
November 27, 2019	November 19, 2019
December 13, 2019	December 5, 2019
December 20, 2019	December 12, 2019
January 15, 2020	January 7, 2020
January 30, 2020	January 22, 2020
February 14, 2020	February 6, 2020
February 28, 2020	February 20, 2020
March 13, 2020	March 5, 2020
March 30, 2020	March 19, 2020
April 15, 2020	April 6, 2020
April 30, 2020	April 21, 2020
May 15, 2020	May 7, 2020
May 29, 2020	May 19, 2020
June 15, 2020	June 4, 2020
June 19, 2020	NO VOUCHERS
June 30, 2020 (Vouchers Only)	June 22, 2020

Special instructions for Before and after care vouchers

Before and after care vouchers are to be submitted by the 3rd of each month for the prior month.

1 They are only paid once monthly on the 15th of the month
2 Use pen, not pencil to complete
3 Do not write on the back of sheets Use a new sheet if the first is full
4 Do not submit Before care on the same voucher as After care
5 Make sure it is signed by employee and supervisor

General Voucher Tips

* **Please use full legal name**
* **Print legibly**
* Each date worked must be listed separately - do not use date ranges
* Signed by employee and supervisor
* Cutoff dates are not negotiable
* Description of work performed, Board approval date and hourly rate must be on voucher.
* Any voucher submitted that does not follow required guidelines will be returned for correction.