**BERNARDS TOWNSHIP PUBLIC SCHOOLS**
**SCHEDULE OF PAY DATES AND VOUCHER DUE DATES 2018-2019 SCHOOL YEAR**

| PAY DATE | VOUCHERS MUST BE TO PAYROLL BY 3PM ON: |
|---|---|
| **July 13, 2018** | **July 3, 2018** |
| **July 30, 2018** | **July 20, 2018** |
| **August 15, 2018** | **August 7, 2018** |
| **August 30, 2018** | **August 22, 2018** |
| **September 14, 2018** | **NO VOUCHERS** |
| **September 28, 2018** | **September 20, 2018** |
| **October 15, 2018** | **October 5, 2018** |
| **October 30, 2018** | **October 22, 2018** |
| **November 15, 2018** | **November 5, 2018** |
| **November 30, 2018** | **November 19, 2018** |
| **December 14, 2018** | **December 6, 2018** |
| **December 21, 2018** | **December 12, 2018** |
| **January 15, 2019** | **January 7, 2019** |
| **January 30, 2019** | **January 22, 2019** |
| **February 15, 2019** | **February 7, 2019** |
| **February 28, 2019** | **February 15, 2019** |
| **March 15, 2019** | **March 7, 2019** |
| **March 29, 2019** | **March 21, 2019** |
| **April 15, 2019** | **April 5, 2019** |
| **April 30, 2019** | **April 18, 2018** |
| **May 15, 2019** | **May 7, 2019** |
| **May 30, 2019** | **May 17, 2019** |
| **June 14, 2019** | **June 6, 2019** |
| **June 21, 2019** | **NO VOUCHERS** |
| **June 28, 2019 (Vouchers Only)** | **June 20, 2019** |

## 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
* Descrition 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.