BERNARDS TOWNSHIP PUBLIC SCHOOLS
SCHEDULE OF PAY DATES AND VOUCHER DUE DATES 2017-2018 SCHOOL YEAR

PAY DATE	VOUCHERS MUST BE TO PAYROLL BY 3PM ON:
JULY 14, 2017	**JULY 6, 2017**
JULY 28, 2017	**JULY 20, 2017**
AUGUST 15, 2017	**AUGUST 7, 2017**
AUGUST 30, 2017	**AUGUST 22, 2017**
SEPTEMBER 15, 2017	**NO VOUCHERS**
SEPTEMBER 29, 2017	**SEPTEMBER 20, 2017**
OCTOBER 13, 2017	**OCTOBER 5, 2017**
OCTOBER 30, 2017	**OCTOBER 20, 2017**
NOVEMBER 15, 2017	**NOVEMBER 3, 2017**
NOVEMBER 30, 2017	**NOVEMBER 17, 2017**
DECEMBER 15, 2017	**DECEMBER 7, 2017**
DECEMBER 22, 2017	**DECEMBER 13, 2017**
JANUARY 12, 2018	**JANUARY 4, 2018**
JANUARY 30, 2018	**JANUARY 22, 2018**
FEBRUARY 15, 2018	**FEBRUARY 7, 2018**
FEBRUARY 28, 2018	**FEBRUARY 16, 2018**
MARCH 15, 2018	**MARCH 7, 2018**
MARCH 29, 2018	**MARCH 21, 2018**
APRIL 13, 2018	**April 5, 2018**
APRIL 30, 2018	**APRIL 13, 2018**
MAY 15, 2018	**MAY 4, 2018**
MAY 30, 2018	**MAY 18, 2018**
JUNE 15, 2018	**JUNE 6, 2018**
JUNE 21, 2018	**NO VOUCHERS**
JUNE 29, 2018 *Vouchers only*	**JUNE 21, 2018**

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.