

**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	Special instructions for Before and after care vouchers
AUGUST 15, 2017	AUGUST 7, 2017	Before and after care vouchers are to be submitted by the 3rd of each month for the prior month.
AUGUST 30, 2017	AUGUST 22, 2017	1 They are only paid once monthly on the 15th of the month
SEPTEMBER 15, 2017	NO VOUCHERS	2 Use pen, not pencil to complete
SEPTEMBER 29, 2017	SEPTEMBER 20, 2017	3 Do not write on the back of sheets Use a new sheet if the first is full
OCTOBER 13, 2017	OCTOBER 5, 2017	4 Do not submit Before care on the same voucher as After care
OCTOBER 30, 2017	OCTOBER 20, 2017	5 Make sure it is signed by employee and supervisor
NOVEMBER 15, 2017	NOVEMBER 3, 2017	
NOVEMBER 30, 2017	NOVEMBER 17, 2017	
DECEMBER 15, 2017	DECEMBER 7, 2017	
DECEMBER 22, 2017	DECEMBER 13, 2017	General Voucher Tips
JANUARY 12, 2018	JANUARY 4, 2018	* Please use full legal name
JANUARY 30, 2018	JANUARY 22, 2018	* Print legibly
FEBRUARY 15, 2018	FEBRUARY 7, 2018	* Each date worked must be listed separately - do not use date ranges
FEBRUARY 28, 2018	FEBRUARY 16, 2018	* Signed by employee and supervisor
MARCH 15, 2018	MARCH 7, 2018	* Cutoff dates are not negotiable
MARCH 29, 2018	MARCH 21, 2018	* Description of work performed, Board approval date and hourly rate must be on voucher.
APRIL 13, 2018	April 5, 2018	* Any voucher submitted that does not follow required guidelines will be returned for correction.
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	JUNE 21, 2018	
<i>Vouchers only</i>		