

BOARD OF EDUCATION  
**SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT**

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Brenda VanWarner  
 Administrative Assistant

Nancy Sisto  
 Administrative Assistant

To All Building Administrators: Only original vouchers are acceptable

Below is a schedule of payroll processing dates for voucher processing for the year 2023-2024. Please be advised if vouchers are not received at the Board Office – Attn: Payroll, by the voucher due dates below they will be processed the following payroll cycle.

Thank you,  
 Nancy Sisto  
 Payroll

Voucher Range Date	Vouchers Due	Payroll Check Date	Mail Payroll Checks
	No vouchers for this payroll	Friday, September 15, 2023	Thursday, September 14, 2023
Sept 5-15	Tuesday, September 19, 2023	Friday, September 29, 2023	Thursday, September 28, 2023
Sept 18-29	Tuesday, October 3, 2023	Friday, October 13, 2023	Thursday, October 12, 2023
Oct 2-13	Tuesday, October 17, 2023	Monday, October 30, 2023	Friday, October 27, 2023
Oct 16-31	Thursday, November 2, 2023	Wednesday, November 15, 2023	Tuesday, November 14, 2023
Nov 1-15	Friday, November 17, 2023	Thursday, November 30, 2023	Wednesday, November 29, 2023
Nov 16-30	Monday, December 4, 2023	Friday, December 15, 2023	Thursday, December 14, 2023
Dec 1-15	Monday, December 18, 2023	Friday, December 22, 2023	Thursday, December 21, 2023
Dec 18-22	Tuesday, January 2, 2024	Friday, January 12, 2024	Thursday, January 11, 2024
Jan 2-12	Tuesday, January 16, 2024	Tuesday, January 30, 2024	Monday, January 29, 2024
Jan 16-31	Friday, February 2, 2024	Thursday, February 15, 2024	Wednesday, February 14, 2024
Feb 1-15	Tuesday, February 20, 2024	Thursday, February 29, 2024	Wednesday, February 28, 2024
Feb 16-29	Friday, March 1, 2024	Friday, March 15, 2024	Thursday, March 14, 2024
March 1-15	Monday, March 18, 2024	Thursday, March 28, 2024	Wednesday, March 27, 2024
March 18-28	Monday, April 8, 2024	Monday, April 15, 2024	Friday, April 12, 2024
April 8-15	Wednesday, April 17, 2024	Tuesday, April 30, 2024	Monday, April 29, 2024
April 16-30	Thursday, May 2, 2024	Wednesday, May 15, 2024	Tuesday, May 14, 2024
May 1-15	Friday, May 17, 2024	Thursday, May 30, 2024	Wednesday, May 29, 2024
May 16-31	Monday, June 3, 2024	<b>Wednesday, June 12, 2024</b>	Tuesday, June 11, 2024
<b>** June 12, 2024 Tentative Last Day Of School - Early Dismissal</b>			
June 1-12	TBD - based upon school closing days		