

Sussex-Wantage Board of Education Payroll Voucher

FOR SHIFT SUB COVERAGE ONLY

ALL VOUCHERS MUST BE SUBMITTED ACCORDING TO THE VOUCHER DUE DATES AND PAYROLL SCHEDULE 2025-2026

(located on our website www.swregional.org)

Do NOT combine payroll periods of the 1st - 15th and the 16th -30th/31st on the same voucher

NAME:

REGULAR ASSIGNMENT:

SHIFT TIME:

Indicate Current Position

SWR Teacher Assistant

District Substitute

*** Date, Employed to sub for, Student Initials and Building MUST be completed**

INDICATE EXACT HOURS WORKED FOR EACH DAY OF SUBBING AM or PM Special

FOR DISTRICT
SUBSTITUTE ONLY

****Please read**

Date	Employed to Sub for	Student Initials	Building	AM Only	**AM Special Only Indicate hours	PM Only	**PM Special Only Indicate hours	Full Time	** Full Time Special	Total Hours Subbing	Voucher Acceptance Guidelines
				8:30-12:00 3.5 hrs (Put √)		12:00- 3:30 3.5 hours (Put √)		8:30-3:45 6.75 hrs (Put √)	6.75 hrs Indicate hours		
											• Only Originals accepted • Print Clearly • Unlegible vouchers will be returned to school
											• Incomplete vouchers will be returned to school

***TOTAL VOUCHER HOURS

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature:

Position:

Date:

Secretary's Review
Voucher & Aesop - Initials

Supervisor Approval:

Date:

Main Office Use Only Send
Voucher to Joanne Interdonato for
Supervisor Approval @ BOE