

Washington Township BOE Payroll Department

TO: All Administrators/Supervisors/Staff

FROM: Tina Mooney, Payroll Coordinator

RE: 2026 - 2027 Payroll Voucher Schedule

DATE: June 5, 2026

For payroll vouchers to be included in a specific pay period, **the information must be received in the PAYROLL OFFICE completed, signed, and include all appropriate approvals by the following dates:**

Pay Period Ending	Vouchers Due
July 15, 2026	June 26, 2026
July 31, 2026	July 15, 2026
August 15, 2026	July 27, 2026
August 31, 2026	August 10, 2026
September 15, 2026	August 24, 2026
September 30, 2026	September 14, 2026
October 15, 2026	September 28, 2026
October 31, 2026	October 12, 2026
November 15, 2026	October 26, 2026
November 30, 2026	November 9, 2026
December 15, 2026	November 24, 2026
December 31, 2026	December 7, 2026
January 15, 2027	December 21, 2026
January 31, 2027	January 11, 2027
February 15, 2027	January 25, 2027
February 28, 2027	February 9, 2027
March 15, 2027	February 22, 2027
March 31, 2027	March 8, 2027
April 15, 2027	March 22, 2027
April 30, 2027	April 12, 2027
May 15, 2027	April 26, 2027
May 31, 2027	May 10, 2027
June 15, 2027	May 24, 2027
June 17, 2027 **	No Vouchers or Sign-In Sheets
June 30, 2027	June 14, 2027

PLEASE NOTE:

Vouchers must be submitted in a timely manner, no later than the 15th of the month following the month worked. (For example: September's work must be submitted by October 15th).

Vouchers must be completed in blue or black ink only and must contain original signatures. Items 1 through 16 **MUST be completed** before being submitted to Payroll. Incomplete vouchers will be returned to the employee.

When referring to the scheduled due date and anticipating a corresponding payroll date, please keep in mind your submission date and then allow for the time required to obtain all necessary signature(s) and for the voucher to be forwarded to the Payroll Department.

Vouchers received after the scheduled due date will be included in the next pay period.

Payroll dates are subject to change if the school calendar is adjusted for snow or emergency closings.

FAILURE TO FOLLOW THE ABOVE PROCEDURES WILL CAUSE DELAYS IN PROCESSING YOUR PAYMENT.

****** The June 17, 2027 pay tentatively is the second of two pays for ten (10) month employees only. Vouchers and sign-in sheets will not be processed in this pay.