

Washington Township BOE Payroll Department

TO: All Administrators/Supervisors/Staff

FROM: Tina Mooney, Payroll Coordinator

RE: 2026-2027 Substitute Payroll Schedule for Sign-in Sheets

DATE: June 5, 2026

Below is a list of pay dates and the corresponding work weeks included in each pay period. Please keep this information for future reference.

Pay Period Ending:	Sub Weeks Worked (Ending):
July 15, 2026	06/13/26, 06/20/26 & 06/27/26
July 31, 2026	07/04/26 & 07/11/26
August 15, 2026	07/18/26 & 07/25/26
August 31, 2026	08/01/26 & 08/08/26
September 15, 2026	08/15/26 & 08/22/26
September 30, 2026	08/29/26 & 09/05/26, 9/12/26
October 15, 2026	09/19/26 & 9/26/26
October 31, 2026	10/03/26 & 10/10/26
November 15, 2026	10/17/26 & 10/24/26
November 30, 2026	10/31/26 & 11/07/26
December 15, 2026	11/14/256 & 11/21/26
December 31, 2026	11/28/26 & 12/5/26
January 15, 2027	12/12/26 & 12/17/26
January 31, 2027	12/26/26, 01/02/27 & 01/9/27
February 15, 2027	01/16/27 & 01/23/27
February 28, 2027	01/30/27 & 02/06/27
March 15, 2027	02/13/27 & 02/20/27
March 31, 2027	02/27/27 & 03/06/27
April 15, 2027	03/13/27 & 03/20/27
April 30, 2027	03/27/27 & 04/03/27, 4/10/27
May 15, 2027	04/17/27 & 04/24/27
May 31, 2027	05/01/27 & 05/08/27
June 15, 2027	05/15/27, 05/22/27 & 5/29/27
June 30, 2027	06/05/27 & 6/12/27

PLEASE NOTE:

The substitute sign-in sheet is the ONLY record from which you are paid.

It is important that you fill out the required information. Your name, the name of the employee you are replacing, the date worked, and the in/out times **MUST be printed clearly and legibly**. If any of the information is illegible or missing, **you will not be paid**.

Food Service and Transportation Substitutes are paid on the above dates, but do not follow the same "weeks worked" schedule. For more information on the Food Service and Transportation payroll schedule, please contact those respective departments.

If you have any questions regarding the above schedule or your paycheck, please contact the Payroll Department at 856-589-6644, extension 6513 or 6504.