

WASHINGTON TOWNSHIP PUBLIC SCHOOLS
Payroll Voucher – Home Instruction Use Only

(1) Employee Name: _____ (5) Account Number: _____
(2) Employee Number: _____ (6) Board Approval Date: _____
(3) Regular School: _____ (7) ☐ Include Earnings in Salary Check
(4) Regular Position: _____ ☐ Second Check (over \$100 only) and
withheld at a flat 22% federal tax rate

**SEE REVERSE SIDE FOR COMPLETION INSTRUCTIONS- FAILURE TO COMPLY WILL RESULT IN
DELAY OR NON-PAYMENT OF VOUCHER**

(8) DATE	(9) STUDENT NAME OR INITIALS (SP ED)	(10) LOCATION WORKED	(11) TIME IN OUT		(12) HRS WORKED	(13) PARENT SIGNATURE

**IN ORDER FOR THIS VOUCHER TO BE PROCESSED NUMBERS 1 THRU 14 MUST
BE COMPLETED OR IT WILL BE RETURNED TO EMPLOYEE.**

**I do solemnly declare under penalty of law that the above information is correct and the work indicated has been
completed by me in its entirety.**

(14) Employee Signature: _____ Date: _____
(15) Supervisor/Principal Signature: _____ Date: _____
(16) Administrative Signature: _____ Date: _____

PAYROLL USE ONLY

Date Received in Payroll: _____

Total Hours Worked: Regular _____
1-1/2 _____
Double _____

Check # _____
Page _____ of _____

Total Earnings: _____

Date Paid: _____

PAYROLL VOUCHER PROCEDURES

**Use voucher with revision date of *February 2018* only. Previous versions will not be accepted.
Duplicate on green paper.**

To ensure prompt payment, the following guidelines must be followed:

- 1) Voucher(s) should be completed in **blue or black ink** and must contain original signatures. Please **print clearly** to ensure proper payment. Vouchers submitted in pencil will not be accepted and will be returned to the employee.
- 2) Items 1 through 16 **must be completed** before submitting to Payroll.

Items 1 and 14, Employee Name and Employee Signature must match and be the legal name on file with Payroll. No nicknames are allowed.

Item 2, Employee Number, is found in the top –left hand box of your pay stub or on the employee profile tab in PrimePoint. (Do not use your Social Security number.)

Item 7, You may request that this voucher payment be included with your salary check OR processed as a second check which will have a flat 22% federal tax rate. All other State and Federal taxes are calculated at their regularly applicable rates. Any voucher with no box checked will automatically have the additional monies included in the salary check.

Items 8 - 13, cannot contain ditto, quote marks, or arrows to repeat information. Each item must be completed to ensure proper payment.

Item 9, Description of Job, must include the student initials and/or student ID#.

Item 11, Time In and Out, must indicate A.M. or P.M.

- 3) Vouchers will be paid according to the published schedule. (Please note, your voucher **must be received in Payroll** completed and appropriately signed by the date indicated on the voucher schedule in order for it to be included for processing.)
- 4) **All work must be completed prior to submitting voucher to Payroll.**
- 5) 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.)
- 6) The district's fiscal year runs from July 1st to June 30th. When submitting a payroll voucher, do not combine 2 fiscal years together. (For example: June and July) All fiscal year end (June) work must be submitted by the date published in the Year End Fiscal Responsibilities Bulletin. This Bulletin is distributed to all Supervisors and Principals annually in late May or early June.

Failure to follow these procedures will result in delayed payment, and may be cause for disciplinary action.

We are required to deduct a .5 hour lunch break for any hours worked over 6.0.