BERNARDS TOWNSHIP PUBLIC SCHOOLS
SCHEDULE OF PAY DATES AND VOUCHER DUE DATES 2020-2021 SCHOOL YEAR

PAY DATE	VOUCHERS MUST BE TO PAYROLL BY 3PM ON:
July 15, 2020	July 3, 2020
July 30, 2020	July 22, 2020
August 14, 2020	August 6, 2020
August 28, 2020	August 20, 2020
September 15, 2020	NO VOUCHERS
September 30, 2020	September 18, 2020
October 15, 2020	October 6, 2020
October 30, 2020	October 22, 2020
November 13, 2020	November 3, 2020
November 30, 2020	November 18, 2020
December 15, 2020	December 4, 2020
December 23, 2020	December 14, 2020
January 15, 2021	January 6, 2021
January 29, 2021	January 21, 2021
February 12, 2021	February 4, 2021
February 26, 2021	February 18, 2021
March 15, 2021	March 5, 2021
March 30, 2021	March 19, 2021
April 9, 2021	April 1, 2021
April 30, 2021	April 21, 2021
May 14, 2021	May 5, 2021
May 27, 2021	May 19, 2021
June 15, 2021	June 4, 2021
June 21, 2021	NO VOUCHERS
June 30, 2021 (Vouchers Only)	June 22, 2021

Special instructions for Before and after care vouchers

Before and after care vouchers are to be submitted by the 3rd of each month for the prior month. (Note April 1st Deadline)

1. They are only paid once monthly on the 15th of the month
2. Use pen, not pencil to complete
3. Do not write on the back of sheets Use a new sheet if the first is full
4. Do not submit Before care on the same voucher as After care
5. Make sure it is signed by employee and supervisor

General Voucher Tips

* **Please use full legal name**
* **Print legibly**
* Each date worked must be listed separately - do not use date ranges
* Signed by employee and supervisor
* Cutoff dates are not negotiable
* Description of work performed, Board approval date and hourly rate must be on voucher.
* Any voucher submitted that does not follow required guidelines will be returned for correction.