

TRENTON BOARD OF EDUCATION

Payroll Voucher

(Please complete the following information)

(1) Employee:

Title:

(2) Last 4 # of SS:

(3) Home School:

(4) Are you a full-time employee: **(Check One)** Yes No

(5) Phone Number:

(6) Date Submitted:

MUST BE COMPLETED IN BLUE INK

****VOUCHERS MUST BE RECEIVED IN PAYROLL DEPARTMENT WITHIN 2 DAYS FOLLOWING THE LAST PAYDAY & IN ACCORDANCE WITH THE PAYROLL SCHEDULE POSTED ON-LINE****

(7)	(8)	(9)	(10)		(11)	(12)	(13)	(14)	(15)
DATE WORKED	DESCRIPTION OF JOB	LOCATION WORKED	IN	TIME AND OUT	HOURS WORKED	BOARD APPROVAL DATE	ACCOUNT NUMBER	SUPERVISOR/ PRINCIPAL APPROVAL	EARNING CODE (PAYROLL ONLY)
TOTAL HOURS =									
RATE OF PAY =									
TOTAL EARNINGS =									

IN ORDER FOR THIS VOUCHER TO BE PROCESSED NUMBERS 1 THRU 16 MUST BE COMPLETED OR IT WILL BE RETURNED TO THE EMPLOYEE'S ADMINISTRATOR.

I DECLARE THAT THE WORK STATED ABOVE WAS ACTUALLY PERFORMED:

(16) EMPLOYEE SIGNATURE _____

DATE: _____

PAYROLL USE ONLY			
DATE PAID	DATE RECEIVED	TOTAL HOURS WORKED:	
		RATE OF PAY:	
		ACCOUNT SPLIT:	
		TOTAL EARNINGS:	

PAYROLL VOUCHER PROCEDURES

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

1. Voucher(s) should be completed in **blue ink only** and **must contain original signatures or an electronic signature via Adobe**, no copies or fax copies will be accepted.
2. Items 1 through 16 **must be completed** before submitting to Payroll.

Item 6, Board Approval Date, must have copy of board approved agenda attached.

Item 10, Description of Job, must have the name of the employee you are replacing, if applicable. If you are providing homebound services, please include student's initials or student ID#.

Item 12, Time In and Out, must indicate A.M. or P.M. Please remember to document your times in and out for lunch/dinner breaks.

3. Vouchers must be submitted according to the published Payroll Dates schedule. (Please note that vouchers **must be received in Payroll** no later than two (2) business days following the last payroll date).
4. Vouchers must be submitted in a timely manner. Please do not hold onto vouchers beyond a regular 15 day payroll cycle.
5. All timesheets are to be submitted by the employee's administrator and not submitted by the employee performing the duties.
6. Failure to follow these procedures will result in the voucher(s) being returned to the employee's administrator for completion, and this will delay payment.
7. For information or help with creating and using a Digital ID Signature please visit

Please maintain a copy of completed voucher(s) for your records. **Original voucher(s) only** must be received by the Payroll Department.

Thank you.