

LAWRENCE TOWNSHIP BOARD OF EDUCATION

Home Instruction Payroll Voucher

(Please print the following information)

- (1) Employee: _____ (5) Phone Number: _____
- (2) Payroll ID#: _____ (6) Board Approval Date: _____
- (3) Home School: _____ (7) Account Number: _____
- (4) Are you a full-time _____ Yes - No _____
 employee? _____ *(Circle One)* (8) Date Submitted: _____

*****VOUCHERS MUST BE RECEIVED IN PAYROLL DEPARTMENT BY EACH WEDNESDAY FOLLOWING A PAYDAY*****

(9) DATE WORKED	(10) DESCRIPTION OF JOB	(11) LOCATION WORKED	(12) TIME IN OUT		(13) HOURS WORKED	(14) HOURLY RATE	(15) PARENT/ GUARDIAN SIGNATURE

(16) NAME OF STUDENT _____ COUNSELOR _____

IN ORDER FOR THIS VOUCHER TO BE PROCESSED NUMBERS 1 THRU 18 MUST BE COMPLETED OR IT WILL BE RETURNED TO SUPERVISOR.

I DECLARE THAT THE WORK STATED ABOVE WAS ACTUALLY PERFORMED:

(17) EMPLOYEE SIGNATURE _____ DATE: _____

(18) SUPERVISOR/DIRECTOR APPROVAL _____ DATE: _____

PAYROLL USE ONLY

DATE PAID	DATE REC'D	TOTAL HOURS WORKED:	
		RATE OF PAY:	
		ACCOUNT SPLIT:	
		TOTAL EARNINGS:	

See reverse side for voucher procedure

Please maintain copy for your records

PAYROLL VOUCHER PROCEDURES

(Please duplicate on canary yellow paper)

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

1. Voucher(s) should be completed in **blue or black ink only** and must contain original signatures.
2. Items 1 through 18 **must be completed** before submitting to Payroll.

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 the Wednesday following a payday.)
4. Vouchers must be submitted in a timely manner. Please do not hold onto vouchers beyond a regular two week payroll cycle.
5. Vouchers submitted for cancelled sessions with notification of less than 2 hours prior to the assigned session will be paid at a rate of ½ hour. Cancellations made prior to this will not be paid.

Failure to follow these procedures will result in the voucher(s) being returned to the employee for completion, and this will delay payment.

Extra Duty Assignment positions will remain as semi-annual payments. Payment authorizations are submitted on a different form to the Payroll Department by the School Principal. **DO NOT FILL OUT THIS VOUCHER FOR AN EXTRA DUTY ASSIGNMENT.**

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

Thank you.