



MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

BUSINESS OFFICE-PAYROLL

1027 ROUTE 34

MATAWAN, NJ 07747

Phone: 732-705-4028

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TO: All Staff
FROM: Heidi Rochette - Payroll Manager
DATE: June 15, 2023
RE: 2023-2024 Payroll Schedule

Please submit payroll voucher(s) for all board approved additional work performed. All vouchers will require board agenda approval date(s), the budget account, and signatures by the employee and the employee's supervisor. **All vouchers must have original signatures. Unsigned vouchers will not be processed.** Please forward all vouchers to Payroll unless it's an *ESEA voucher (Title I, Title II, Title III and Title IV)*, please send directly to **Darlene Gallagher prior to submission to Payroll.**

The voucher due dates and pay dates for the **2023-2024** school year are as follows:

PAY DATE	VOUCHERS DUE
Friday, July 14, 2023	Friday, July 7, 2023
Friday, July 28, 2023	Friday, July 21, 2023
Tuesday, August 15, 2023	Tuesday, August 8, 2023
Wednesday, August 30, 2023	Wednesday, August 23, 2023
Friday, September 15, 2023	Friday, September 8, 2023
Friday, September 29, 2023	Friday, September 22, 2023
Friday, October 13, 2023	Friday, October 6, 2023
Monday, October 30, 2023	Monday, October 23, 2023
Wednesday, November 15, 2023	Wednesday, November 8, 2023
Thursday, November 30, 2023	Wednesday, November 22, 2023
Friday, December 15, 2023	Friday, December 8, 2023
Friday, December 22, 2023	Friday, December 15, 2023
Friday, January 12, 2024	Friday, January 5, 2024
Tuesday, January 30, 2024	Tuesday, January 23, 2024
Thursday, February 15, 2024	Thursday, February 8, 2024
Wednesday, February 28, 2024	Wednesday, February 21, 2024
Friday, March 15, 2024	Friday, March 8, 2024
Thursday, March 28, 2024	Thursday, March 21, 2024
Monday, April 15, 2024	Monday, April 8, 2024
Tuesday, April 30, 2024	Tuesday, April 23, 2024
Wednesday, May 15, 2024	Wednesday, May 8, 2024
Thursday, May 30, 2024	Thursday, May 23, 2024
Friday, June 14, 2024	Friday, June 7, 2024
Monday, June 17, 2024 (Tentative Last Day of School)	Monday, June 10, 2024
Friday, June 28, 2024	Friday, June 21, 2024