

**BOARD OF EDUCATION
SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT**

27 Bank Street
Sussex, NJ 07461
973-875-3175
FAX: (973) 875-7175

MICHAEL GALL
SUPERINTENDENT
E-mail: mgall@swregional.org
Brenda VanWarner
Administrative Assistant

CHRISTINA M. RIKER
BUSINESS ADMINISTRATOR
E-mail: criker@swregional.org
Nancy Sisto
Administrative Assistant

To All Building Administrators:

Below is a schedule of payroll processing dates for voucher processing for the year 2021-2022. Please be advised if vouchers are not received at the Board Office – Attn: Payroll, by the voucher due dates below they will be processed the following payroll cycle.

Thank you,
Christina Riker
School Business Administrator

Voucher	Vouchers due to Principal/Supervisor	Vouchers due from Buildings to	Payroll
Range Date	for Approval & Signature	Payroll for Processing	Check Date
Any Summer Vouchers	No sub vouchers for this payroll	Friday, September 03, 2021	Wednesday, September 15, 2021
Sept 1-15	Thursday, September 16, 2021	Friday, September 17, 2021	Thursday, September 30, 2021
Sept 16-30	Friday, October 01, 2021	Monday, October 04, 2021	Friday, October 15, 2021
Oct 1-15	Monday, October 18, 2021	Tuesday, October 19, 2021	Friday, October 29, 2021
Oct 18-29	Tuesday, November 02, 2021	Wednesday, November 03, 2021	Monday, November 15, 2021
Nov 1-15	Tuesday, November 16, 2021	Wednesday, November 17, 2021	Tuesday, November 30, 2021
Nov 16-30	Thursday, December 02, 2021	Friday, December 03, 2021	Wednesday, December 15, 2021
Dec 1-15	Thursday, December 16, 2021	Friday, December 17, 2021	Thursday, December 23, 2021
Dec 16-23	Tuesday, January 04, 2022	Wednesday, January 05, 2022	Friday, January 14, 2022
Jan 4-14	Wednesday, January 19, 2022	Thursday, January 20, 2022	Friday, January 28, 2022
Jan 18-31	Tuesday, February 01, 2022	Wednesday, February 02, 2022	Tuesday, February 15, 2022
Feb 1-15	Wednesday, February 16, 2022	Thursday, February 17, 2022	Monday, February 28, 2022
Feb 16-28	Tuesday, March 01, 2022	Wednesday, March 02, 2022	Tuesday, March 15, 2022
March 1-15	Wednesday, March 16, 2022	Thursday, March 17, 2022	Wednesday, March 30, 2022
March 16-31	Friday, April 01, 2022	Monday, April 04, 2022	Thursday, April 14, 2022
April 1-14	Monday, April 25, 2022	Tuesday, April 26, 2022	Friday, April 29, 2022
April 25-29	Monday, May 02, 2022	Tuesday, May 03, 2022	Friday, May 13, 2022
May 2-13	Monday, May 16, 2022	Tuesday, May 17, 2022	Friday, May 27, 2022
May 16-31	Wednesday, June 01, 2022	Thursday, June 02, 2022	TBD - based upon school closing days
June 1-14	TBD - based upon school closing days		