

Branchburg Township School District

240 Baird Road
Branchburg, New Jersey 08876

June 21, 2023

Payroll Dates and Procedures for 2023-2024

To: District Staff
From: Business Office

In order to pay part-time employees, stipends and overtime, the following schedule must be followed.

All NON STIPEND positions MUST be entered as an electronic timesheet in Frontline's Time and Attendance, and it MUST be approved by a supervisor prior to being paid. All timesheets must be entered and submitted by the due date.

All STIPEND positions should be recorded on a paper timesheet and submitted to your Supervisor for approval. **Please give yourself enough time before the deadline for your timesheet to be approved and signed by your supervisor.**

Principals, Directors and Supervisors are reminded that all paper timesheets **must be checked, approved and initialed with the appropriate account numbers listed prior to their submittal to the Board Office.**

Timesheets/Stipend Submitted to Supervisor	Timesheets Approved by Supervisor	Pay Dates
July 5	July 7	July 14
July 17	July 19	July 28
August 1	August 3	August 15
August 16	August 18	August 31
September 1	September 6	September 15
September 15	September 20	September 29
October 2	October 5	October 13
October 16	October 20	October 31
November 1	November 3	November 15
November 15	November 17	November 30
December 1	December 4	December 8
December 15	December 18	December 22
January 2	January 5	January 12
January 17	January 19	January 31
February 1	February 5	February 15
February 16	February 20	February 29
March 1	March 4	March 15
March 15	March 17	March 28
April 8	April 9	April 15
April 15	April 18	April 30
May 1	May 3	May 15
May 15	May 17	May 31
June 3	June 3	June 10
June 10	June 10	June 18