



## Payroll Voucher

**Instructions:** Fill out all sections of this form after submitting payroll in Time Collection.

(See Manual for help with Time Collection procedures.)

Managers - May draw an advance on final pay. Enter a lump sum under Manager.

\*For guidance on how much you may draw out please see the PSA Staff!

Print out the *Approval Summary* from Time Collection and turn in with Voucher to the PSA Staff before the Payroll Deadline.

Agency Name: \_\_\_\_\_

Number of Employees to be Paid: \_\_\_\_\_

Manager Pay: .....\$ \_\_\_\_\_

Assistant Manager: .....\$ \_\_\_\_\_

Employee Total: .....\$ \_\_\_\_\_

TOTAL PAYROLL:.....\$ \_\_\_\_\_

Approved By: \_\_\_\_\_