



SOMERSET COUNTY BOARD OF ELECTIONS

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Poll Workers

These are the internal office instructions on how to process the pollworkers who are assigned to manage a voting district on Election days.

To add a poll worker to SVRS:

- Activities
- Poll Worker
- Add Poll Worker
- Select
- Add information such as Work Municipality if known, Assigned Party, Phone #s, SSN, Bilingual if second language is Spanish only
- Under Poll Worker Type select District Board Worker
- Add

To make changes to a poll worker's record:

- Activities
- Poll Worker
- Maintain Poll Worker
- Select
- Make changes
- Update
- Note: Changes to voter information (such as address) are not automatically synced with the poll worker module. To check for changes to poll worker information:
- Activities
- Reminders
- Other
- Review Voter Registration Changes for Poll Workers
- Select All
- Print List
- Update
- Mailing address, party and name changes will now be reflected in the Poll Worker modules. If voter has moved out of county or has died then select Inactive under Serving Status for each in Poll Worker module.

To assign poll workers:

- Activities
- Poll Worker
- Assign Poll Workers
- Search by Work MWD or Election Assignment
- Go
- Select Election
- Select Assigned Status
- Update
- Generate Certificate
- Print
- Advanced Search will offer further search criteria

To credit workers with a class:

- Activities
- Poll Worker
- Training Attendance
- Select Training Class
- Insert Voter ID
- Search
- Check box to assign
- Update

To pay poll workers:

- Activities
- Poll Worker
- Maintain Poll Worker Payment
- Select Election
- Select District
- Search
- Select Position
- Update

GIVE APPROXIMATE NUMBER OF POLL WORKERS AND TOTAL OF PAYROLL TO COUNTY FINANCE OFFICE ONE MONTH PRIOR TO PAY DATE.