

Newport News Public Schools
Biweekly Pay Periods, Timecard Deadlines and Pay Dates
2018 - 2019

PAY PERIOD

TIMECARD DEADLINE
Due by 10 am on Date Listed

PAY DATE

Jun	23	-	Jul	6	2018	***Thurs	Jul	5	Jul	13	2018
Jul	7	-	Jul	20	2018	***Thurs	Jul	19	Jul	27	2018
Jul	21	-	Aug	3	2018	***Thurs	Aug	2	Aug	10	2018
Aug	4	-	Aug	17	2018	***Thurs	Aug	16	Aug	24	2018
Aug	18	-	Aug	31	2018	Fri	Aug	31	Sept	7	2018
Sept	1	-	Sept	14	2018	Fri	Sept	14	Sept	21	2018
Sept	15	-	Sept	28	2018	Fri	Sept	28	Oct	5	2018
Sept	29	-	Oct	12	2018	Fri	Oct	12	Oct	19	2018
Oct	13	-	Oct	26	2018	Fri	Oct	26	Nov	2	2018
Oct	27	-	Nov	9	2018	Fri	Nov	9	Nov	16	2018
Nov	10	-	Nov	23	2018	***Tue	Nov	20	Nov	30	2018
Nov	24	-	Dec	7	2018	Fri	Dec	7	Dec	14	2018
Dec	8	-	Dec	21	2018	**Fri	Dec	14	Dec	28	2018
Dec	22	-	Jan	4	2019	Fri	Jan	4	Jan	11	2019
Jan	5	-	Jan	18	2019	Fri	Jan	18	Jan	25	2019
Jan	19	-	Feb	1	2019	Fri	Feb	1	Feb	8	2019
Feb	2	-	Feb	15	2019	Fri	Feb	15	Feb	22	2019
Feb	16	-	Mar	1	2019	Fri	Mar	1	Mar	8	2019
Mar	2	-	Mar	15	2019	Fri	Mar	15	Mar	22	2019
Mar	16	-	Mar	29	2019	***Wed	Mar	27	Apr	5	2019
Mar	30	-	Apr	12	2019	Fri	Apr	12	Apr	19	2019
Apr	13	-	Apr	26	2019	Fri	Apr	26	May	3	2019
Apr	27	-	May	10	2019	Fri	May	10	May	17	2019
May	11	-	May	24	2019	Fri	May	24	May	31	2019
May	25	-	Jun	7	2019	Fri	Jun	7	Jun	14	2019
Jun	8	-	Jun	21	2019	***Wed	Jun	19	Jun	28	2019
Jun	22	-	Jul	5	2019	***Wed	Jul	3	Jul	12	2019

Specific Instructions:

1. All timecards and memos submitted must be signed and show the employee's name, employee ID number, school or location submitting the information, hours worked, pay period dates and position in school system, if applicable.
2. Timecards lacking all of the necessary information will be returned for completion and could cause delay in pay.

The dates shown are subject to change due to unforeseen circumstances. All efforts will be take to notify all employees if that action is necessary.

*** Changed from normal schedule