

Newport News Public Schools
Biweekly Pay Periods, Timecard Deadlines and Pay Dates
2017 - 2018

<u>PAY PERIOD</u>					<u>TIMECARD DEADLINE</u> Due by 10 am on Date Listed			<u>PAY DATE</u>			
Jun	24	-	Jul	7	2017	***Thurs	Jul	6	Jul	14	2017
Jul	8	-	Jul	21	2017	***Thurs	Jul	20	Jul	28	2017
Jul	22	-	Aug	4	2017	***Thurs	Aug	3	Aug	11	2017
Aug	5	-	Aug	18	2017	***Thurs	Aug	17	Aug	25	2017
Aug	19	-	Sept	1	2017	***Thurs	Aug	31	Sept	8	2017
Sept	2	-	Sept	15	2017	Fri	Sept	15	Sept	22	2017
Sept	16	-	Sept	29	2017	Fri	Sept	29	Oct	6	2017
Sept	30	-	Oct	13	2017	Fri	Oct	13	Oct	20	2017
Oct	14	-	Oct	27	2017	Fri	Oct	27	Nov	3	2017
Oct	28	-	Nov	10	2017	Fri	Nov	10	Nov	17	2017
Nov	11	-	Nov	24	2017	***Tue	Nov	21	Dec	1	2017
Nov	25	-	Dec	8	2017	Fri	Dec	8	Dec	15	2017
Dec	9	-	Dec	22	2017	Fri	Dec	15	Dec	29	2017
Dec	23	-	Jan	5	2018	Fri	Jan	5	Jan	12	2018
Jan	6	-	Jan	19	2018	Fri	Jan	19	Jan	26	2018
Jan	20	-	Feb	2	2018	Fri	Feb	2	Feb	9	2018
Feb	3	-	Feb	16	2018	Fri	Feb	16	Feb	23	2018
Feb	17	-	Mar	2	2018	Fri	Mar	2	Mar	9	2018
Mar	3	-	Mar	16	2018	Fri	Mar	16	Mar	23	2018
Mar	17	-	Mar	30	2018	***Wed	Mar	28	Apr	6	2018
Mar	31	-	Apr	13	2018	Fri	Mar	13	Apr	20	2018
Apr	14	-	Apr	27	2018	Fri	Apr	27	May	4	2018
Apr	28	-	May	11	2018	Fri	May	11	May	18	2018
May	12	-	May	25	2018	Fri	May	25	Jun	1	2018
May	26	-	Jun	8	2018	Fri	Jun	8	Jun	15	2018
Jun	9	-	Jun	22	2018	***Wed	Jun	20	Jun	29	2018
Jun	23	-	Jul	6	2018	***Thurs	Jul	5	Jul	13	2018

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