

**Newport News Public Schools**  
**Biweekly Pay Periods, Timecard Deadlines and Pay Dates**  
**2019 - 2020 School Year**

<u>PAY PERIOD</u>					<u>TIMECARD DEADLINE</u> Due by 10 am on Date Listed			<u>PAY DATE</u>			
Jun	22	-	Jul	5	2019	***Wed	Jul	3	Jul	12	2019
Jul	6	-	Jul	19	2019	***Thurs	Jul	18	Jul	26	2019
Jul	20	-	Aug	2	2019	***Thurs	Aug	1	Aug	9	2019
Aug	3	-	Aug	16	2019	***Thurs	Aug	15	Aug	23	2019
Aug	17	-	Aug	30	2019	Fri	Aug	30	Sept	6	2019
Aug	31	-	Sept	13	2019	Fri	Sept	13	Sept	20	2019
Sept	14	-	Sept	27	2019	Fri	Sept	27	Oct	4	2019
Sept	28	-	Oct	11	2019	Fri	Oct	11	Oct	18	2019
Oct	12	-	Oct	25	2019	Fri	Oct	25	Nov	1	2019
Oct	26	-	Nov	8	2019	Fri	Nov	8	Nov	15	2019
Nov	9	-	Nov	22	2019	***Tue	Nov	19	Nov	29	2019
Nov	23	-	Dec	6	2019	Fri	Dec	6	Dec	13	2019
Dec	7	-	Dec	20	2019	***Fri	Dec	13	Dec	27	2019
Dec	21	-	Jan	3	2020	***Mon	Jan	6	Jan	10	2020
Jan	4	-	Jan	17	2020	Fri	Jan	17	Jan	24	2020
Jan	18	-	Jan	31	2020	Fri	Jan	31	Feb	7	2020
Feb	1	-	Feb	14	2020	Fri	Feb	14	Feb	21	2020
Feb	15	-	Feb	28	2020	Fri	Feb	28	Mar	6	2020
Feb	29	-	Mar	13	2020	Fri	Mar	13	Mar	20	2020
Mar	14	-	Mar	27	2020	Fri	Mar	27	Apr	3	2020
Mar	28	-	Apr	10	2020	***Fri	Apr	3	Apr	17	2020
Apr	11	-	Apr	24	2020	Fri	Apr	24	May	1	2020
Apr	25	-	May	8	2020	Fri	May	8	May	15	2020
May	9	-	May	22	2020	Fri	May	22	May	29	2020
May	23	-	Jun	5	2020	Fri	Jun	5	Jun	12	2020
Jun	6	-	Jun	19	2020	***Wed	Jun	17	Jun	26	2020
Jun	20	-	Jul	3	2020	***Thurs	Jul	2	Jul	10	2020

**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