

**Newport News Public Schools**  
**Biweekly Pay Periods, Timecard Deadlines and Pay Dates**  
**2023 - 2024 School Year**

**PAY PERIOD**

**TIMECARD DEADLINE**  
**Due by 9 am on Date Listed**

**PAY DATE**

Jun	17	-	Jun	30	2023	***Thurs	Jun	29	Jul	7	2023
Jul	1	-	Jul	14	2023	***Thurs	Jul	13	Jul	21	2023
Jul	15	-	Jul	28	2023	***Thurs	Jul	27	Aug	4	2023
Jul	29	-	Aug	11	2023	***Thurs	Aug	10	Aug	18	2023
Aug	12	-	Aug	25	2023	Fri	Aug	25	Sept	1	2023
Aug	26	-	Sept	8	2023	Fri	Sept	8	Sept	15	2023
Sept	9	-	Sept	22	2023	Fri	Sept	22	Sept	29	2023
Sept	23	-	Oct	6	2023	Fri	Oct	6	Oct	13	2023
Oct	7	-	Oct	20	2023	Fri	Oct	20	Oct	27	2023
Oct	21	-	Nov	3	2023	Fri	Nov	3	Nov	10	2023
Nov	4	-	Nov	17	2023	***Tue	Nov	14	Nov	24	2023
Nov	18	-	Dec	1	2023	Fri	Dec	8	Dec	8	2023
Dec	2	-	Dec	15	2023	***Wed	Dec	13	Dec	22	2023
Dec	16	-	Dec	29	2023	***Tue	Jan	2	Jan	5	2024
Dec	30	-	Jan	12	2024	Fri	Jan	12	Jan	19	2024
Jan	13	-	Jan	26	2024	Fri	Jan	26	Feb	2	2024
Jan	27	-	Feb	9	2024	Fri	Feb	9	Feb	16	2024
Feb	10	-	Feb	23	2024	Fri	Feb	23	Mar	1	2024
Feb	24	-	Mar	8	2024	Fri	Mar	8	Mar	15	2024
Mar	9	-	Mar	22	2024	Fri	Mar	22	Mar	29	2024
Mar	23	-	Apr	5	2024	***Mon	Apr	5	Apr	12	2024
Apr	6	-	Apr	19	2024	Fri	Apr	19	Apr	26	2024
Apr	20	-	May	3	2024	Fri	May	3	May	10	2024
May	4	-	May	17	2024	Fri	May	17	May	24	2024
May	18	-	May	31	2024	Fri	May	31	Jun	7	2024
Jun	1	-	Jun	14	2024	Fri	Jun	14	Jun	21	2024
Jun	15	-	Jun	28	2024	***Thurs	Jun	27	Jul	5	2024
Jun	29	-	Jul	12	2024	***Thurs	Jul	11	Jul	19	2024

**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