

Newport News Public Schools
Biweekly Pay Periods, Timecard Deadlines and Pay Dates
2016 - 2017

<u>PAY PERIOD</u>					<u>TIMECARD DEADLINE</u> Due by 10 am on Date Listed			<u>PAY DATE</u>			
Jun	11	-	Jun	24	2016	***Wed	Jun	22	Jul	1	2016
Jun	25	-	Jul	8	2016	***Thurs	Jul	7	Jul	15	2016
Jul	9	-	Jul	22	2016	***Thurs	Jul	21	Jul	29	2016
Jul	23	-	Aug	5	2016	***Thurs	Aug	4	Aug	12	2016
Aug	6	-	Aug	19	2016	Fri	Aug	19	Aug	26	2016
Aug	20	-	Sept	2	2016	Fri	Sept	2	Sept	9	2016
Sept	3	-	Sept	16	2016	Fri	Sept	16	Sept	23	2016
Sept	17	-	Sept	30	2016	Fri	Sept	30	Oct	7	2016
Oct	1	-	Oct	14	2016	Fri	Oct	14	Oct	21	2016
Oct	15	-	Oct	28	2016	Fri	Oct	28	Nov	4	2016
Oct	29	-	Nov	11	2016	Fri	Nov	11	Nov	18	2016
Nov	12	-	Nov	25	2016	***Tue	Nov	22	Dec	2	2016
Nov	26	-	Dec	9	2016	Fri	Dec	9	Dec	16	2016
Dec	10	-	Dec	23	2016	***Fri	Dec	16	Dec	30	2016
Dec	24	-	Jan	6	2017	Fri	Jan	6	Jan	13	2017
Jan	7	-	Jan	20	2017	Fri	Jan	20	Jan	27	2017
Jan	21	-	Feb	3	2017	Fri	Feb	3	Feb	10	2017
Feb	4	-	Feb	17	2017	Fri	Feb	17	Feb	24	2017
Feb	18	-	Mar	3	2017	Fri	Mar	3	Mar	10	2017
Mar	4	-	Mar	17	2017	Fri	Mar	17	Mar	24	2017
Mar	18	-	Mar	31	2017	***Wed	Mar	29	Apr	7	2017
Apr	1	-	Apr	14	2017	Fri	Apr	14	Apr	21	2017
Apr	15	-	Apr	28	2017	Fri	Apr	28	May	5	2017
Apr	29	-	May	12	2017	Fri	May	12	May	19	2017
May	13	-	May	26	2017	Fri	May	26	Jun	2	2017
May	27	-	Jun	9	2017	Fri	Jun	9	Jun	16	2017
Jun	10	-	Jun	23	2017	***Thurs	Jun	15	Jun	30	2017

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