

Newport News Public Schools
Biweekly Pay Periods, Timecard Deadlines and Pay Dates
2024 - 2025 School Year

<u>PAY PERIOD</u>					<u>TIMECARD DEADLINE</u> Due by 9 am on Date Listed				<u>PAY DATE</u>			
Jun	15	-	Jun	28	2024	***Thurs	Jun	27	Jul	5	2024	
Jun	29	-	Jul	12	2024	***Thurs	Jul	11	Jul	19	2024	
Jul	13	-	Jul	26	2024	***Thurs	Jul	25	Aug	2	2024	
Jul	27	-	Aug	9	2024	***Thurs	Aug	8	Aug	16	2024	
Aug	10	-	Aug	23	2024	Fri	Aug	23	Aug	30	2024	
Aug	24	-	Sept	6	2024	Fri	Sept	6	Sept	13	2024	
Sept	7	-	Sept	20	2024	Fri	Sept	20	Sept	27	2024	
Sept	21	-	Oct	4	2024	Fri	Oct	4	Oct	11	2024	
Oct	5	-	Oct	18	2024	Fri	Oct	18	Oct	25	2024	
Oct	19	-	Nov	1	2024	Fri	Nov	1	Nov	8	2024	
Nov	2	-	Nov	15	2024	Fri	Nov	15	Nov	22	2024	
Nov	16	-	Nov	29	2024	***Tue	Nov	26	Dec	6	2024	
Nov	30	-	Dec	13	2024	Fri	Dec	13	Dec	20	2024	
Dec	14	-	Dec	27	2024	***Wed	Dec	18	Jan	3	2025	
Dec	28	-	Jan	10	2025	Fri	Jan	10	Jan	17	2025	
Jan	11	-	Jan	24	2025	Fri	Jan	24	Jan	31	2025	
Jan	25	-	Feb	7	2025	Fri	Feb	7	Feb	14	2025	
Feb	8	-	Feb	21	2025	Fri	Feb	21	Feb	28	2025	
Feb	22	-	Mar	7	2025	Fri	Mar	7	Mar	14	2025	
Mar	8	-	Mar	21	2025	Fri	Mar	21	Mar	28	2025	
Mar	22	-	Apr	4	2025	***Wed	Apr	2	Apr	11	2025	
Apr	5	-	Apr	18	2025	Fri	Apr	18	Apr	25	2025	
Apr	19	-	May	2	2025	Fri	May	2	May	9	2025	
May	3	-	May	16	2025	Fri	May	16	May	23	2025	
May	17	-	May	30	2025	Fri	May	30	June	6	2025	
May	31	-	Jun	13	2025	Fri	Jun	13	June	20	2025	
Jun	14	-	Jun	27	2025	***Thurs	June	26	Jul	3	2025	
Jun	28	-	Jul	11	2025	***Thurs	Jul	10	Jul	18	2025	

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