

Newport News Public Schools
Biweekly Pay Periods, Timecard Deadlines and Pay Dates
2021 - 2022 School Year

PAY PERIOD

TIMECARD DEADLINE
Due by 10 am on Date Listed

PAY DATE

| | | | | | | | | | | | |
|------|----|---|------|----|------|----------|------|----|------|----|------|
| Jun | 19 | - | Jul | 2 | 2021 | ***Thurs | Jul | 1 | Jul | 9 | 2021 |
| Jul | 3 | - | Jul | 16 | 2021 | ***Thurs | Jul | 15 | Jul | 23 | 2021 |
| Jul | 17 | - | Jul | 30 | 2021 | ***Thurs | Jul | 29 | Aug | 6 | 2021 |
| Jul | 31 | - | Aug | 13 | 2021 | ***Thurs | Aug | 12 | Aug | 20 | 2021 |
| Aug | 14 | - | Aug | 27 | 2021 | Fri | Aug | 27 | Sept | 3 | 2021 |
| Aug | 28 | - | Sept | 10 | 2021 | Fri | Sept | 10 | Sept | 17 | 2021 |
| Sept | 11 | - | Sept | 24 | 2021 | Fri | Sept | 24 | Oct | 1 | 2021 |
| Sept | 25 | - | Oct | 8 | 2021 | Fri | Oct | 8 | Oct | 15 | 2021 |
| Oct | 9 | - | Oct | 22 | 2021 | Fri | Oct | 22 | Oct | 29 | 2021 |
| Oct | 23 | - | Nov | 5 | 2021 | Fri | Nov | 5 | Nov | 12 | 2021 |
| Nov | 6 | - | Nov | 19 | 2021 | ***Tue | Nov | 16 | Nov | 26 | 2021 |
| Nov | 20 | - | Dec | 3 | 2021 | Fri | Dec | 3 | Dec | 10 | 2021 |
| Dec | 4 | - | Dec | 17 | 2021 | ***Thurs | Dec | 16 | Dec | 24 | 2021 |
| Dec | 18 | - | Dec | 31 | 2021 | ***Mon | Jan | 3 | Jan | 7 | 2022 |
| Jan | 1 | - | Jan | 14 | 2022 | Fri | Jan | 14 | Jan | 21 | 2022 |
| Jan | 15 | - | Jan | 28 | 2022 | Fri | Jan | 28 | Feb | 4 | 2022 |
| Jan | 29 | - | Feb | 11 | 2022 | Fri | Feb | 11 | Feb | 18 | 2022 |
| Feb | 12 | - | Feb | 25 | 2022 | Fri | Feb | 25 | Mar | 4 | 2022 |
| Feb | 26 | - | Mar | 11 | 2022 | Fri | Mar | 11 | Mar | 18 | 2022 |
| Mar | 12 | - | Mar | 25 | 2022 | Fri | Mar | 25 | Apr | 1 | 2022 |
| Mar | 26 | - | Apr | 8 | 2022 | ***Fri | Apr | 1 | Apr | 15 | 2022 |
| Apr | 9 | - | Apr | 22 | 2022 | Fri | Apr | 22 | Apr | 29 | 2022 |
| Apr | 23 | - | May | 6 | 2022 | Fri | May | 6 | May | 13 | 2022 |
| May | 7 | - | May | 20 | 2022 | Fri | May | 20 | May | 27 | 2022 |
| May | 21 | - | Jun | 3 | 2022 | Fri | Jun | 3 | Jun | 10 | 2022 |
| Jun | 4 | - | Jun | 17 | 2022 | Fri | Jun | 17 | Jun | 24 | 2022 |
| Jun | 18 | - | Jul | 1 | 2022 | ***Thurs | Jun | 30 | Jul | 8 | 2022 |

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