

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