

Newport News Public Schools
Biweekly Pay Periods, Timecard Deadlines and Pay Dates
2022 - 2023 School Year

PAY PERIOD

TIMECARD DEADLINE
Due by 10 am on Date Listed

PAY DATE

Jun	18	-	Jul	1	2022	***Thurs	Jun	30	Jul	8	2022
Jul	2	-	Jul	15	2022	***Thurs	Jul	14	Jul	22	2022
Jul	16	-	Jul	29	2022	***Thurs	Jul	28	Aug	5	2022
Jul	30	-	Aug	12	2022	***Thurs	Aug	11	Aug	19	2022
Aug	13	-	Aug	26	2022	Fri	Aug	26	Sept	2	2022
Aug	27	-	Sept	9	2022	Fri	Sept	9	Sept	16	2022
Sept	10	-	Sept	23	2022	Fri	Sept	23	Sept	30	2022
Sept	24	-	Oct	7	2022	Fri	Oct	7	Oct	14	2022
Oct	8	-	Oct	21	2022	Fri	Oct	21	Oct	28	2022
Oct	22	-	Nov	4	2022	Fri	Nov	4	Nov	10	2022
Nov	5	-	Nov	18	2022	***Tue	Nov	15	Nov	25	2022
Nov	19	-	Dec	2	2022	Fri	Dec	2	Dec	9	2022
Dec	3	-	Dec	16	2022	***Wed	Dec	14	Dec	23	2022
Dec	17	-	Dec	30	2022	***Mon	Jan	2	Jan	6	2023
Dec	31	-	Jan	13	2023	Fri	Jan	13	Jan	20	2023
Jan	14	-	Jan	27	2023	Fri	Jan	27	Feb	3	2023
Jan	28	-	Feb	10	2023	Fri	Feb	10	Feb	17	2023
Feb	11	-	Feb	24	2023	Fri	Feb	24	Mar	3	2023
Feb	25	-	Mar	10	2023	Fri	Mar	10	Mar	17	2023
Mar	11	-	Mar	24	2023	Fri	Mar	24	Mar	31	2023
Mar	25	-	Apr	7	2023	***Fri	Mar	31	Apr	14	2023
Apr	8	-	Apr	21	2023	Fri	Apr	21	Apr	28	2023
Apr	22	-	May	5	2023	Fri	May	5	May	12	2023
May	6	-	May	19	2023	Fri	May	19	May	26	2023
May	20	-	Jun	2	2023	Fri	Jun	2	Jun	9	2023
Jun	3	-	Jun	16	2023	***Thurs	Jun	15	Jun	23	2023
Jun	17	-	Jun	30	2023	***Thurs	Jun	29	Jul	7	2023

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