

Newport News Public Schools
Biweekly Pay Periods, Timecard Deadlines and Pay Dates
2025 - 2026 School Year

<u>PAY PERIOD</u>					<u>TIMECARD DEADLINE</u> Due by 9 am on Date Listed				<u>PAY DATE</u>		
Jun	14	-	Jun	27	2025	***Thurs	June	26	Jul	3	2025
Jun	28	-	Jul	11	2025	***Thurs	Jul	10	Jul	18	2025
Jul	12	-	Jul	25	2025	***Thurs	Jul	24	Aug	1	2025
Jul	26	-	Aug	8	2025	***Thurs	Aug	7	Aug	15	2025
Aug	9	-	Aug	22	2025	Fri	Aug	22	Aug	29	2025
Aug	23	-	Sept	5	2025	Fri	Sept	5	Sept	12	2025
Sept	6	-	Sept	19	2025	Fri	Sept	19	Sept	26	2025
Sept	20	-	Oct	3	2025	Fri	Oct	3	Oct	10	2025
Oct	4	-	Oct	17	2025	Fri	Oct	17	Oct	24	2025
Oct	18	-	Oct	31	2025	Fri	Oct	31	Nov	7	2025
Nov	1	-	Nov	14	2025	Fri	Nov	14	Nov	21	2025
Nov	15	-	Nov	28	2025	***Tue	Nov	25	Dec	5	2025
Nov	29	-	Dec	12	2025	Fri	Dec	12	Dec	19	2025
Dec	13	-	Dec	26	2025	***Wed	Dec	17	Jan	2	2026
Dec	27	-	Jan	9	2026	Fri	Jan	9	Jan	16	2026
Jan	10	-	Jan	23	2026	Fri	Jan	23	Jan	30	2026
Jan	24	-	Feb	6	2026	Fri	Feb	6	Feb	13	2026
Feb	7	-	Feb	20	2026	Fri	Feb	20	Feb	27	2026
Feb	21	-	Mar	6	2026	Fri	Mar	6	Mar	13	2026
Mar	7	-	Mar	20	2026	Fri	Mar	20	Mar	27	2026
Mar	21	-	Apr	3	2026	***Wed	Apr	1	Apr	10	2026
Apr	4	-	Apr	17	2026	Fri	Apr	17	Apr	24	2026
Apr	18	-	May	1	2026	Fri	May	1	May	8	2026
May	2	-	May	15	2026	Fri	May	15	May	22	2026
May	16	-	May	29	2026	Fri	May	29	June	5	2026
May	30	-	Jun	12	2026	Fri	Jun	12	June	18	2026
Jun	13	-	Jun	26	2026	***Thurs	June	25	Jul	3	2026
Jun	27	-	Jul	10	2026	***Thurs	Jul	9	Jul	17	2026

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 taken to notify all employees if that action is necessary.

*** Changed from normal schedule