



Things to know, before you go.
Ensuring a smooth transition.

If you have decided to resign from NNPS, here are a few notes to help you prepare for your transition.

This information is for employees **resigning** from NNPS. If you are retiring from NNPS, please see information regarding retirement [HERE](#).

Please provide your letter of resignation to your principal or supervisor and HR. Your letter should include your full name, employee id, last date of employment, and your current work location. A template is provided at the end of this packet for you to use in place of a letter or you may submit your resignation [HERE](#).

Support Staff	Taylor.green@nn.k12.va.us
Elementary Education	LaTanja.Riley@nn.k12.va.us
Secondary Education	Dinah.krom@nn.k12.va.us
Administrators/Specialists	Catherine.westphal@nn.k12.va.us

Policy GCQC

No later than their last workday, resigning employees must return all School Board property in their possession relating to security (keys, locks, etc.), confidential (including grade books) and proprietary information, tools, technology support equipment (such as laptop computers) and other items of value or which require replacement. The replacement value of items not returned may be charged against the employee's remaining or final paycheck, in accordance with the law.

Identification Cards and Access (copy) Cards must be returned to the Human Resources Department. For more information contact the Human Resources Department at 757-881-5061.

Laptops, cords, and other related equipment must be returned to the Technology Department Help Desk. Technology items received from the school should be returned to the school's TSS or school department. For more information contact the Technology Department at 757-881-5460.

P-cards if you have an NNPS issued purchasing card, please return the card in person to the purchasing office. For more information call the purchasing office at 757-591-4516 x.10757.

Exit Interviews provide an opportunity for you to share your experiences. We value your feedback. Please use this [link](#) to complete an electronic exit survey or call 757-881-5061 to schedule an appointment. Interviews usually take 10 – 15 minutes and can be done via phone, zoom, or in person. For questions contact the Human Resources Department at 757-881-5061.

Personal information, such as your address and contact information, should be reviewed and updated in ESS (Employee Self Service) before you leave. You will continue to have access to ESS after you leave to access pay stubs, and W-2. It is important your contact information always remains updated for continuing communication regarding W-2's, insurance, or benefits. Please contact the Human Resources Department at 757-881-5061 or the Munis Help Desk at 757-591-4576 for questions or log-in information.

Benefits

When will my benefits end?

An employee that leaves NNPS before the 15th of the month – the benefits will end the last day of that month.

An employee that leaves NNPS on or after the 15th of the month – the benefits will end the last day of the following month.

Vacation time is the only leave that is paid out when an employee resigns. The maximum days paid out will be 36 days.

An employee will not be paid out for any sick leave balance.

An employee that goes to work for another VRS employer may submit a request through the new employer to have up to 90 unused sick days transferred to the new VRS employer.

Employees with Health, Dental, or Vision	VRS
<p>Chard Snyder will send COBRA information to the address on file with Human Resources.</p> <p>Once the packet is received, you will have 60 days from the last day you are covered under benefits to elect continued coverage through COBRA.</p>	<p>Employee will receive information from VRS – the packet from them will vary based on employee position with NNPS. Employee may contact VRS at 1-888-827-3847.</p>
City Only Employee	
<p>Employee must have 5 years of service to be vested in the City Retirement Plan.</p> <p>An employee with 5 years of service and who is 60 years of age will be eligible to receive a monthly benefit.</p> <p>It is highly recommended that the employee schedule a meeting with a Benefits Analyst prior to retiring.</p>	

Questions regarding benefits can be directed to the Benefits Department at 757-881-5061.

Payroll

When will I receive my last check?

Final payments will be processed depending upon an employee's resignation date. The employee's pay will be prorated based on the contracted days worked. For a more accurate breakdown, contact the Payroll Department at 757-283-7811.

The following pages are the bi-weekly and monthly pay periods and pay dates.

Newport News Public Schools
Monthly Non-Exempt Time Sheet Dates and Deadlines
2025 - 2026 School Year

<u>Beginning Date</u>	<u>Ending Date</u>	<u>Time Sheet Deadline</u>
June 28, 2025	July 25, 2025	August 8, 2025
July 26, 2025	August 29, 2025	September 10, 2025
August 30, 2025	September 26, 2025	October 10, 2025
September 27, 2025	October 24, 2025	November 7, 2025
October 25, 2025	November 28, 2025	December 5, 2025
November 29, 2025	December 26, 2025	January 9, 2026
December 27, 2025	January 30, 2026	February 10, 2026
January 31, 2026	February 27, 2026	March 10, 2026
February 28, 2026	March 27, 2026	April 14, 2026
March 28, 2026	April 24, 2025	May 8, 2026
April 25, 2026	May 29, 2026	June 10, 2026
May 30, 2026	June 26, 2026	July 10, 2026

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.

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

PAY PERIOD

TIMECARD DEADLINE
Due by 9 am on Date Listed

PAY DATE

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

**Newport News Public Schools
Monthly Pay Dates
2025 - 2026 School Year**

The following dates have been established as paydays for all monthly paid employees.

Thursday	July	31 2025
Friday	August	29 2025
Tuesday	September	30 2025
Friday	October	31 2025
Wednesday	November	26 2025
Friday	December	19 2025
Friday	January	30 2026
Friday	February	27 2026
Tuesday	March	31 2026
Thursday	April	30 2026
Friday	May	29 2026
Tuesday	June	30 2026

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Resignation Form

Name _____

Employee ID _____

Date of Submission _____

Last date of employment _____

Current Work Location _____

Current Job Title _____

Reason for leaving _____

Signature _____

Please email this form to your principal or supervisor and ask.hr@nn.k12.va.us.