

Memo

To: 26 Pay LSEA Employee
From: Human Resources
Date: March 19, 2024
Re: Accrued Pay Option

Your salary for the 2023-2024 school year has been spread over twenty-six (26) paychecks, including five (5) checks to be issued during the summer. The LSEA contract allows the option of requesting a lump sum payment "at the close of the school year".

To elect this option, please sign this form and return it to the Human Resources Department by **Friday, April 26, 2024**. Forms must be emailed to hrdept@lansingschools.net. **Forms will not be accepted after the deadline.**

Please note that accrued pay will occur on June 21, 2024. The first scheduled pay for the 2024-25 school year is August 30, 2024.

Selecting this option means:

1. Paychecks will not be issued during the summer.
2. Multiple payments will be taken for voluntary deductions, e.g. TSA and 457.
3. **Multiple payments will be deducted for MPSERS TDP payments.**
4. Taxes will be spread as if five (5) separate checks were issued.

Please check this box if you are retiring. Employees retiring at the end of June should request accrued pay.

Employee ID Number (**forms without an employee ID number will be returned**)

Date

Print Name

Signature