Lansing School District

Memo

To: 26 Pay LSEA Employee

From: Human Resources

Date: March 24, 2022

Re: Accrued Pay Option

Your salary for the 2021-2022 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 29, 2022**. 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 24, 2022. The first scheduled pay for the 2022-23 school year is September 2, 2022.

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