

LANSING SCHOOL DISTRICT PAY PERIODS AND DEADLINES 2023-2024 School Year

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
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26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
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17	18	19	20 ²	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
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21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30						

- = 2 week pay period end dates and pay dates
- = Thanksgiving Break, Winter Break and Spring Break (all tentative)
- = early payroll deadlines
- = deadline for paperwork to be received in HR office for previous two weeks, i.e. paperwork for Sept. 4 through Sept. 15 are due in HR by Monday, Sept. 18.

NOTES:
 1 - paperwork, including time sheets, for the period of Oct. 30 thru Nov. 10 are due on Nov. 8
 2 - paperwork, including time sheets, for the period of Dec. 11 thru Dec. 22 are due on Dec. 20