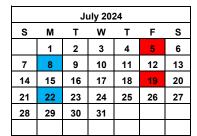
## LANSING SCHOOL DISTRICT PAY PERIODS AND DEADLINES 2024-2025 School Year



	AUGUST								
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	SEPTEMBER								
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OCTOBER								
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Į	NOVEMBER							
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29	30	31							

January 2025								
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FEBRUARY							
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	MAY						
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JUNE								
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29	30							

= 2 week pay period end dates and pay dates

= Thanksgiving Break, Winter Break and Spring Break

= early payroll deadlines

= deadline for paperwork to be received in HR office for previous two weeks, i.e. paperwork for Sept. 2 through Sept. 13 are due in HR by Monday, Sept. 16.

## NOTES:

- 1 paperwork, including time sheets, for the period of Nov. 11 thru Nov. 22 are due on Nov. 20
- 2 paperwork, including time sheets, for the period of Dec. 9 thru Dec. 20 are due on Dec. 18