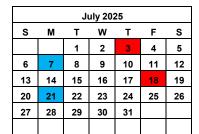
LANSING SCHOOL DISTRICT PAY PERIODS AND DEADLINES 2025-2026 School Year



AUGUST									
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	January 2026								
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	MARCH								
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= 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. 1 through Sept. 12 are due in HR by Monday, Sept. 15.

NOTES:

- 1 paperwork, including time sheets, for the period of Nov. 10 thru Nov. 21 are due on Nov. 19
- 2 paperwork, including time sheets, for the period of Dec. 8 thru Dec. 19 are due on Dec. 17

Pay days for July 3, 2025 and June 18, 2026 changed to Thursday due to federal holidays.