

Handling the 7-Year Skip

The easiest way to determine when a skip pay week is needed is to take calendars for the next several years and the school calendar for the next several years and map the payrolls onto them. The thing to look for is when the period begin and ending dates of the first payroll of your contract for stretch pay jobs is not inclusive of the first physical work day of that contract, or provides only a few work days.

For example using 2004:

1st pay of new contract = September 3rd
Pay period for 1st pay = August 15th – August 28th
The 1st work day of the contract = August 30th

In this example, the contracts are being paid on September 3rd for an entire payroll at a new rate, when these employees are not working any days in that contract yet. This is an extreme case example; many districts will do the skip week when the above situation produces less than 5 work days towards the contract. Some districts will wait until it is down to only 2 days, which would be working 2 days, but getting paid for 10 days.

Another item some districts will check is to be sure there are 26 pays in the calendar year and 26 pays in the fiscal year. When these become skewed, the district may need to process a skip pay.

What a district in the above situation could do, is process the first pay of the contract as:

1st pay of new contract = September 10th
(moving it forward 1 week)
Pay period for 1st pay = August 15th – September 4th
(expanding it by 7 days, which causes the stretch jobs to include 5 days worked on the first pay of a new contract)
The 1st work day of the contract = August 30th

Some districts prefer to do a 27 pay year rather than a skip week. Doing so creates a smaller pay per period, but the staff does not have to wait a three week period for a check. Districts interested in the 27 pay year, may need to review negotiated agreements as well, as some prevent the 27 pay year from being used.

Other districts have come up with creative methods of processing the skip week. This is the normal payroll:

25th pay of contract = August 6th
Regular pay period for above = July 18th – July 31st
Last pay in contract = August 20th
Regular pay period for above = August 1st – August 14th
1st pay of new contract = September 3rd
Pay period for 1st pay = August 15th – August 28th

This is how some districts might process the skip.

An adjustment will be made for 3 checks, using the following example:

25th pay of contract = August 10th
Pay period is adjusted = July 18th – August 3rd
Last pay in contract = August 26th
Pay period is adjusted = August 4th – August 19th
1st pay of new contract = September 10th
Pay period for 1st pay = August 19th – September 4th

This type of adjustment ends in the same result as the skip week payroll with the employees not having to wait three weeks for a check. This does however require special processing for the payroll staff at the district and may require them to run additional payrolls.

Different groups of contracts may require the skip pay week. In general all stretch pay jobs need to be checked, even 260 day contracts. Non-stretch pay jobs do not have a skip week since they are being paid for the days worked. However, when the skip week occurs for the stretch pay jobs, it is necessary to pay the 260 day non-stretch pay jobs for a three week pay period (15 days of pay) or it is required a special pay be ran for the 5 days involved in the skip week for the stretch pay jobs. If the district does not handle the 260 non-stretch in this manner, this will put the non-stretch and stretch pay jobs on opposite payroll weeks and will require additional pays be processed.