CCSD Transportation Reporting Clock In/Out Errors – Time Corrections

Every effort should be made to correct and report errors within 24 hours; however, due to the unique issues this school year we will accept corrections for any day in the pay period up until 12 noon Wednesday (or day) before closing. On closing days (see payroll calendar), we can only accept corrections for the day prior that are received by 12 noon. “GPS” time will no longer be utilized to correct any errors, we must receive a correction from you.

It is extremely important to report errors made when clocking in/out. The types of errors that should be reported include the following:

➢ Clocking In/Out Times
➢ Job/Pay Code
➢ Employee ID

Please report errors by:

Email to timecorrections@cobbk12.org (Remember! If you send an email, continue to check your email in case questions arise so they can be resolved via email.)

You will receive an email response to verify it was received and will be processed. If you don’t receive an email reply, we did not receive your email.

You should cc: your Field Coordinator on all time corrections emails.

**Error reporting MUST BE in writing BY EMPLOYEE. For validity purposes, it cannot be taken over the phone or PTT, from another employee’s email, or from your Field Coordinator. Emails from an employee’s personal email are accepted.

All errors reported should include the following information:

➢ Name
➢ Employee ID
➢ Date
➢ Time (indicate AM/PM)
➢ Job Code

WE DO NOT NEED THE BUS NUMBER OR ROUTE NUMBER – PLEASE DO NOT INCLUDE.

Every effort should be made to keep errors to a minimum as clocking in/out is a requirement to complete pre-trips and to provide proper information for the ‘Here Comes the Bus’ app.