

## CCSD Transportation Payroll: Time Corrections Deadlines 2022 – 2023

As a general rule, time corrections must be submitted by Wednesdays at 12noon every week for the week prior (Thursday-Wednesday is a work week). Wednesday's time **ONLY** will be due at 9am Thursday at the latest. All other time should be submitted by noon Wednesday.

Date(s)	Time Corrections Due at 12noon unless otherwise stated	Date(s)	Time Corrections Due at 12noon unless otherwise stated
7/14-7/27	Thursday, 7/28 9am	1/5-1/11	Wednesday, 1/11
7/28-8/3	Wednesday, 8/3	1/12-1/18	Wednesday, 1/18
8/4-8/10	Wednesday, 8/10	1/19-1/25	Wednesday, 1/25
8/11-8/17	Wednesday, 8/17	1/26-2/1	Wednesday, 2/1
8/18-8/24	Wednesday, 8/24	2/2-2/8	Wednesday, 2/8
8/25-8/31	Wednesday, 8/31	2/9-2/15	Wednesday, 2/15
9/1-9/7	Wednesday, 9/7	2/16-2/22	Wednesday, 2/22
9/8-9/14	Wednesday, 9/14	2/23-3/1	Wednesday, 3/1
9/15-9/21	Wednesday, 9/21	3/2-3/8	Wednesday, 3/8
9/22-9/28	Wednesday, 9/28	3/9-3/15	Wednesday, 3/15
9/29-10/5	Wednesday, 10/5	3/16-3/22	Wednesday, 3/22
10/6-10/12	Wednesday, 10/12	3/23-3/29	Wednesday, 3/29
10/13-10/19	Wednesday, 10/19	3/30-4/5	Thursday, 4/6*
10/20-10/26	Wednesday, 10/26	4/6-4/12	Wednesday, 4/12
10/27-11/2	Wednesday, 11/2	4/13-4/19	Wednesday, 4/19
11/3-11/9	Wednesday, 11/9	4/20-4/26	Wednesday, 4/26
11/10-11/15	Wednesday, 11/16 9am	4/27-5/3	Wednesday, 5/3
11/16	Friday, 11/18	5/4-5/10	Wednesday, 5/10
11/17-11/23	Thursday, 11/24*	5/11-5/17	Wednesday, 5/17
11/24-11/30	Wednesday, 11/30	5/18-5/24	All time for end of year is due by Thursday, 5/25 at 4pm.
12/1-12/7	Wednesday, 12/7	5/25-7/26	<b>Summer</b> time corrections for the Thurs-Wed week prior are due every Thursday by 9am.  *We will be closed these dates but emails should be sent so that we can process when we return.
12/8-12/12	Tuesday, 12/13		
12/13	Wednesday, 12/14 9am		
12/14-12/15	Friday, 12/16		
12/16	Thursday, 12/22*		
12/22-12/28	Thursday, 12/29*		
12/29-1/4	Thursday, 1/5		

### Late Time Corrections

**If you miss these deadlines, it is YOUR responsibility to submit late corrections to your Field Coordinator AND cc: Area Supervisor for processing. Transportation Payroll will not submit them on your behalf.**

Please be patient when awaiting a response to your time corrections, it can take 48 business hours before you receive a confirmation email. Please also be aware of the deadlines so you know if you are sending a late correction. Late corrections will take longer for you to receive a confirmation response as they are processed after the current pay period has been completed.

There is no guarantee that late corrections received after payroll closing will be on the paycheck following the error. Late entries are completed on a first come/first serve basis as time permits.