

Reporting Clock In/Out Errors – Time Corrections

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 automated email response to verify it was received. Once it's processed you will receive a confirmation email. If you don't receive the email autoreply, we did not receive your email! You should cc: your Field Coordinator on all time corrections emails.

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.

****Error reporting MUST BE in writing BY EMPLOYEE ONLY. Emails from an employee's personal email (gmail, yahoo, etc.) 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.

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. Please refer to the time corrections deadlines online and in the handbook.**

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.

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.