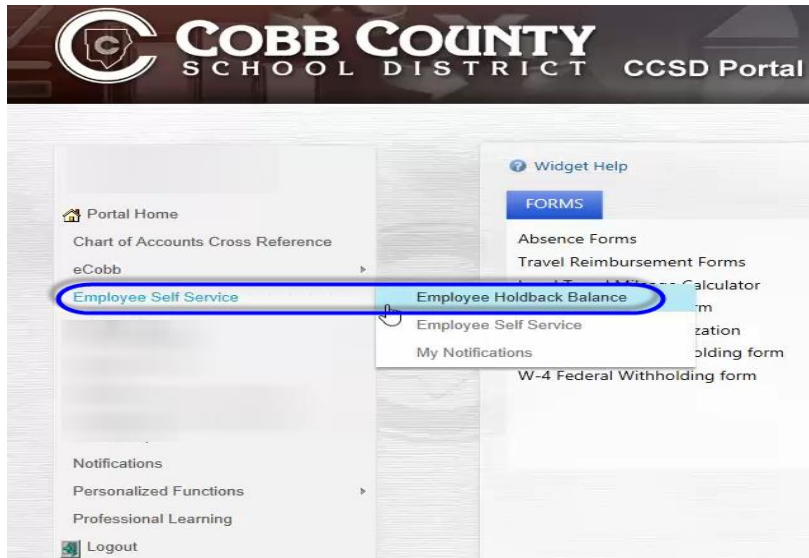


# Food Service and Transportation Employee Holdback Statements

These statements are available to hourly employees working in Food Service Assistant, Bus Driver and Bus Monitor positions. This new tool will help these employees view holdback amounts taken in each Biweekly check as well as view their Running Total Balance in each of the two Holdback groups: Winter and Summer

## To view your Holdback Statement:

1. Log into the **CCSD Portal**
2. Mouse over **Employee Self Service**
3. Click **Employee Holdback Balance**



4. Click the Holdback Group dropdown to select either **Summer or Winter**

A screenshot of the 'Hold Back Group' dropdown menu. The menu is open, showing two options: '2018/2019 TRANS SUMMER' and '2018/2019 TRANS WINTER'. A blue arrow points to the '2018/2019 TRANS WINTER' option, with the text 'Select one of the options' next to it. The background shows a form with fields for 'Employee ID', 'Employee', 'Primary Job: 461 BUS DRIVER', and 'Primary Location: 0008 TRANSPORTATION'.



The information will display **Check Date, Holdback Description, Amount** and **Running Total\***

Employee ID: \_\_\_\_\_ Employee: \_\_\_\_\_  
 Primary Job: **461 BUS DRIVER** Primary Location: **0008 TRANSPORTATION**  
 Hold Back Group: **2018/2019 TRANS WINTER**

Check Date	Hold Back Code	Hold Back Desc	Amount	Running Total
08/10/18	2504	TRANS WINTER HOLD BACK	18.86	18.86
08/24/18	2504	TRANS WINTER HOLD BACK	45.88	64.74
09/07/18	2504	TRANS WINTER HOLD BACK	45.40	110.14
09/21/18	2504	TRANS WINTER HOLD BACK	41.87	152.01
10/05/18	2504	TRANS WINTER HOLD BACK	33.85	185.86
10/19/18	2504	TRANS WINTER HOLD BACK	37.26	223.12
11/02/18	2504	TRANS WINTER HOLD BACK	40.18	263.30
11/16/18	2504	TRANS WINTER HOLD BACK	41.91	305.21
11/30/18	2504	TRANS WINTER HOLD BACK	32.69	337.90
12/14/18	2504	TRANS WINTER HOLD BACK	40.85	378.75
12/28/18	2504	TRANS WINTER HOLD BACK	46.06	424.81
01/11/19	804	TRANS WINTER HOLDBACK PAY	424.81	0.00

*Example of a Bus Driver's Winter Holdback Amounts and the Winter Holdback payout in January*

5. Click **PDF** or **Excel** icon to view/print the information in the chosen format

EXPORT:  

Amount	Running Total
18.86	18.86
45.88	64.74
45.40	110.14
41.87	152.01
33.85	185.86
37.26	223.12
40.18	263.30
41.91	305.21
32.69	337.90
40.85	378.75
46.06	424.81
424.81	0.00

\*Running Total may be slightly different if employee had a void or replacement check