

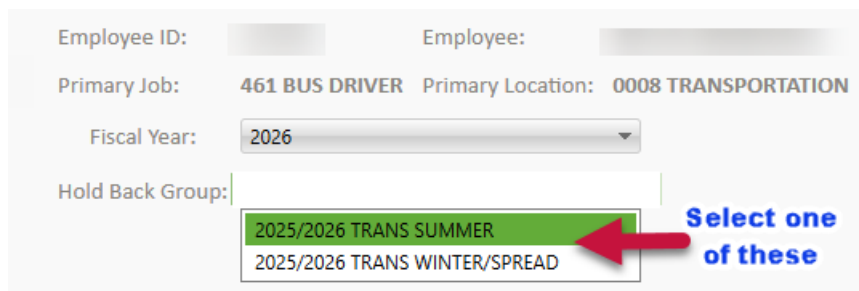
The CCSD Holdback Tool allows hourly Food Service Assistant, Bus Driver and Bus Monitor employees access to view their holdback amounts taken in each Biweekly check as well as view their Running Total Balance in each of the two Holdback groups: Summer and Winter

To view your Holdback Statement:

1. Log in to the **CCSD Portal**
2. Click **Employee Holdback Balance**



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



The screenshot shows the "Hold Back Group:" dropdown menu. The dropdown is open, showing two options: "2025/2026 TRANS SUMMER" (highlighted in green) and "2025/2026 TRANS WINTER/SPREAD". A red arrow points to the "2025/2026 TRANS SUMMER" option, and a blue text label "Select one of these" is next to it.

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



PAYROLL SUITE - HOLD BACKS

Employee ID: Employee:

Primary Job: 461 BUS DRIVER Primary Location: 0008 TRANSPORTATION

Fiscal Year: 2026

Hold Back Group: 2025/2026 TRANS SUMMER

EXPORT  

Check Date	Hold Back Code	Hold Back Desc	Amount	Running Total
08/15/25	2501	TRANS HOLD BACK SUMMER	179.38	179.38

Employee can export the statement to either **pdf** or **Excel** if needed.

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