



EMPLOYMENT &
HUMAN SERVICES

M E M O R A N D U M

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To: All Staff-less CSB (Code 2)

Date: April 10, 2020

From: Ecotime Administrators

Subject: Important Ecotime Due Dates for April 1 through April 15 Pay Period

In compliance with the Employee Leave Update Memo emailed to all staff on April 6, 2020, please complete timesheets accordingly. As a result of the newly developed Pay Codes, Ecotime due dates for the current period are extended as stated below:

- Wednesday, April 15: Permanent and Temporary employee timesheets are due to Supervisors for review and approval. All timekeeping information from April 1 through April 15, 2020 is due to Payroll by 5:00 pm. For WEX employees only: please fax time cards to (925) 228-0244 or scan in an email to your assigned Payroll Clerk.
- Thursday, April 16: Final date for Supervisors to review and approve timesheets.
- Friday, April 17: Last day for Supervisors to email Payroll no later than 9:00 am to report adjustments to employee timesheets.

Note that time reporting received prior to the 9:00 am cutoff on Friday, April 17 will be processed for the May 8 paychecks. Items received after the 9:00 am cutoff will not be processed until the following pay period.

*Please notify Payroll Staff immediately when an employee goes out on, or has returned from a leave of absence (LOA).

**Payroll Staff is still working to match accrual balances in Ecotime with those in PeopleSoft. If you see insufficient accruals in Ecotime, please note that Payroll Staff will only be entering time based on the PeopleSoft accruals and making adjustments in Ecotime as needed. If you have questions about your pay, please contact your assigned Payroll Clerk directly.

To access Ecotime remotely, go to <https://ehsd.ecotimebyhbs.com/Ecotime/>. Enter your Employee ID in the Logon ID box. "123" is the default password. You should be prompted to enter a new password. If you forgot your Employee ID, enter your last name in the "Help I Forgot My Login ID" box. To reset your password, contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us.