



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff – less CSB, Code 2

Date: April 24, 2020

From: Ecotime Administrators

Subject: New Pay Codes and GL Types in Ecotime

Your patience and understanding are tremendously appreciated as we made important updates in Ecotime to reflect new local, state, and federal directives. We apologize for any confusion as we continue to navigate our new reality due to COVID-19.

The good news is that the accruals for January, February, and March have been entered into Ecotime. Accruals for April will be entered very soon. The eighty hours of Emergency Paid Sick Leave, associated pay codes, additional 64 sick leave hours, and GL Types are now also available in Ecotime. Please use the new pay codes and GL types as appropriate to complete your timesheets according to the revised timesheet due dates. FAQs and a flowchart for the use of the 80 hours and the 64 hours of leave will be published soon to help navigate the new processes.

For now, please refer to the revised timesheet due dates on [Table A](#) attached; and to the instructions on the following pages to complete timesheets for the entire months of April and May.

IF YOU WORKED BETWEEN APRIL 1 AND MAY 31, PLEASE SKIP THE GL TYPE REFERENCE AND INSTRUCTIONS BELOW.

- **From April 1 through April 7**, permanent employees will receive full pay without use of accruals. Please refer to the Mail Broadcast memo titled “COVID 19 Update to Union Leadership.” In addition, the Auditor’s office is requesting all employees to enter a GL Type for tracking purposes only, if applicable for those who are not working. The two GL Types are for reporting only, and do not affect pay. Kindly refer to the descriptions on [Table B](#), attached. Use the GL Types when applicable between April 1 and May 31.
- **From April 8 through May 31**, permanent employees that are not working will be required to use one or more of the seven new Emergency Paid Sick Leave pay codes established by the Auditor for costs associated with COVID-19 per the Mail Broadcast entitled “Employee Leave update April 8 through May 31.” The seven Emergency Paid Sick Leave pay codes you may choose from are listed in [Table C](#) attached and are available in the Pay Code Drop down menu in Ecotime. You may use these pay codes from April 8 to May 31.

- **Remote Access to Ecotime:** visit <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 only in the “Help I Forgot My Login ID” box. To reset your password, please contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us.

Again, thank you for your patience during the launch of Ecotime and the changing process to accommodate our new “normal”, living with COVID-19. Attached are the tables for time sheet due dates and timekeeping instructions.

TABLE A

REVISED TIMESHEET DUE DATES FOR APRIL 1 THROUGH APRIL 30

Employee Type	Due Date	Notes
Permanent, Temporary, and WEX Employees	Tuesday, April 28	Timesheets are due to Supervisors for review and approval by 9 am.
Supervisors	Wednesday, April 29	Final date for Supervisors to review and approve timesheets by 9 am.
Permanent, Temporary, and WEX Employees	Thursday, May 7	Timesheets are due to Supervisors for review and approval by 9 am.
Supervisors	Monday, May 11	Final date for Supervisors to review and approve timesheets by 9 am.
Permanent, Temporary, and WEX Employees	Thursday, May 21	Timesheets are due to Supervisors for review and approval by 9 am.
Supervisors	Saturday, May 23 (Tuesday 26 due to holiday)	Final date for Supervisors to review and approve timesheets by 9 am.

TABLE B

GL TYPE DESCRIPTIONS AND INSTRUCTIONS AND EXAMPLE

GL Type Description	When to Use
DSW Non-Essential	Use this code if you were directed by your supervisor to remain home until called upon to provide disaster service work.
DSW Not Available	Use this code if you needed to take time off due to illness, cared for a family member, or cared for a child due to school closure.

- From your timesheet, enter the time associated with the GL Type in the corresponding row as shown on the right.
- Find the “Select GL Type” drop down box.
- Click on the “Select GL Type” drop down box to see available GL Type descriptions.
- Hover over the menu and make your selection by clicking on the GL Type description.
- After clicking “Save” or “Complete”, your timesheet will be displayed as below.

Pay Code	Message	Wed 04/01	Thu 04/02	Fri 04/03
GL Type				
<Select Pay Code>		8.00	8.00	8.00
<Select GL Type >				
DSW Non Essential				
DSW Not Available				
<Lookup GL Type >				
<Lookup GL Type >				
<Select Pay Code>				
<Select GL Type >				

Pay Code	Message	Wed 04/01	Thu 04/02	Fri 04/03
GL Type				
Regular			8.00	
DSW Not Available				
Regular		8.00		8.00
DSW Non Essential				
<Select Pay Code>				
<Select GL Type >				

TABLE C

EMERGENCY PAID SICK LEAVE PAY CODE DESCRIPTIONS

Pay Code Title	Pay Code Description
PAN-S01 Quarantine or Isolation Order	Quarantine or isolation order
PAN-S02 Self Quarantine	Advised by health care provider to self-quarantine due to COVID-19
PAN-S03 Experiencing Symptoms	Experiencing symptoms of COVID-19
PAN-S04 Caring for Ill Person	Caring for an individual who is subject to #1 or #2
PAN-S05 Child care	Caring for a child due to school closure or childcare provider closure
PAN-S06 Experiencing similar symptoms	Experiencing any other substantially similar condition to COVID-19
PAN-S07 Other	Other

Below is an example of a timesheet with the PAN-S05 Child Care pay code and hours entry with the DSW Not Available GL Type.

		Period Hours									
Pay Code	Message	Wed 04/01	Thu 04/02	Fri 04/03	Sat 04/04	Sun 04/05	Mon 04/06	Tue 04/07	Wed 04/08	Thu 04/09	Fri 04/10
GL Type											
Regular		8.00	5.00	4.00			5.00	8.00	8.00		
<Select GL Type >											
PAN-S05 Child Care										8.00	8.00
DSW Not Available											
<Select Pay Code>											
<Select GL Type >											