



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff – less CSB, Code 2 Date: April 29, 2020
From: Ecotime Administrators
Subject: Reminder: Ecotime Due Dates for Period April 1 – 30

As a reminder, please complete timesheets according to the due dates below if you have not already done so. If you have already submitted your April timesheets, please go back into Ecotime and make sure to use the new Emergency Sick Leave pay codes and GL Types if appropriate for your situation. Please refer to the memo titled “New Pay Codes and GL Types in Ecotime” for instructions.

The due dates below are in regards to the May 8, 2020 payday.

Table with 3 columns: Employee Type, Due Date, Notes. Rows include Permanent, Temporary, and WEX Employees (due April 28) and Supervisors (due April 29).

REMOTE ACCESS TO ECOTIME:

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 only in the “Help I Forgot My Login ID” box. To reset your password, please contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us.