MEMORANDUM

Kathy Gallagher, Director

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To: All Staff less CSB (Code 2)	Date: June 22, 2020
From: Ecotime Administrators	
Subject: Temporary Employee Hours in Ecotime	

For those Temporary Employees who complete timesheets in Ecotime, please read the following important information:

In Ecotime, please note that timesheets for Temporary Employees are blank. This means that hours are not entered automatically as shown below in green. Similar to the Yellow Card process, Temporary Employees only enter the hours worked onto the Ecotime timesheet.

If you find that hours have been auto-populated in your timesheet, please contact the Ecotime Administrators as soon as possible. We will then remove the hours from appearing automatically so you will only report the hours you work. If you have any questions, please contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us. Thank you.

Show Pay Period Details

Timesheet Summary — Hide

Hours	Mon 06/15	Tue 06/16	Wed 06/17	Thu 06/18	Fri 06/19	Sat 06/20	Sun 06/21	Week Total	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28	Week Total	Mon 06/29	Tue 06/30	Wed 07/01	Thu 07/02	Fri 07/03	Sat 07/04	Sun 07/05	Week Total	Total
Worked	6.00							6.00								0.00								0.00	0.00
Exceptions								0.00								0.00								0.00	0.00
Totals:	6.00	0.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Paid Summary — Paid Total 06/16-06/30

Regular	6.00							6.00								0.00								0.00	0.00

Period Hours

Pay Code / GL Type	Message	Tue 06/16	Wed 06/17	Thu 06/18	Fri 06/19	Sat 06/20	Sun 06/21	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28	Mon 06/29	Tue 06/30	Total
<Select Pay Code> / <Select GL Type >																	0.00
<Select Pay Code> / <Select GL Type >																	0.00
<Select Pay Code> / <Select GL Type >																	0.00
Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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