



EMPLOYMENT &
HUMAN SERVICES

M E M O R A N D U M

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To: All Staff - Less CSB (2A)

Date: July 9, 2020

From: Ecotime Administrators

Subject: Ecotime Timesheet Due Dates for July 1 to July 15 Pay Period

Please read important timesheet due date and cutoff information below.

Timesheet Due Dates for July 1 to July 15 Pay Period

- Monday, July 13 at 9:00 am: Permanent and Temporary employee timesheets are due to Supervisors for review and approval. For WEX employees only: please fax time cards to (925) 228-0244 or scan in an email to your assigned Payroll Clerk.
- Wednesday, July 15 at 9:00 am: Final date for Supervisors to review, make adjustments, contact assigned Payroll Clerks for any discrepancies and approve timesheets.
- Friday, July 17: Last day for Supervisors to email your assigned Payroll Clerk and copy Cheryl McDaniel, Payroll Supervisor at cmcdaniel@ehsd.cccounty.us no later than 9:00 am to report any additional adjustments to employee timesheets.

Attached to this memo is the updated Ecotime Cutoff Calendar. The calendar is also posted on the [Ecotime Resources](#) Intranet page. Refer to the Ecotime Resources page for the most current calendar.

Independence Day Holiday, July 4

- Eight (8) hours of holiday comp pay accruals are auto populated to timesheets on the Independence Day holiday for those employees who elected holiday comp pay. You do not need to enter a special code to account for your holiday comp pay accruals.
- If you work a 9/80 or 4/10 schedule and the Independence Day holiday falls on your regularly scheduled 9-hour or 10-hour workday, in a new row, select a pay code other than sick leave to enter the additional 1-hour or 2-hours of time off.

Continue to the next page.

Important Cutoff Information

1. Note that time reporting received prior to the 9:00 am cutoff on Wednesday, July 15 will be processed for the July 24 paychecks. Items received after the 9:00 am cutoff will not be processed until the following pay period.
2. For all permanent employees, overtime will be paid on the paycheck on the 10th of the following month. However, if the overtime occurred in the last workweek of the month payment may not be allocated until the following 10th paycheck.
3. Ecotime will be locked for Payroll processing beginning Wednesday, July 15 at 9:00 am. Any changes or corrections after 9:00 am should be emailed directly to the assigned payroll clerk with a copy to Cheryl McDaniel, Payroll Supervisor. Please do not send corrections to EcotimeHelpOnPrem@ehsd.cccounty.us or EcotimeHelp@ehsd.cccounty.us.

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

To access Ecotime from a non-County network device

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.

2020 Ecotime Cutoff Calendar



Pay Day	Pay Period	FINAL Date Employee Timesheets Due to Supervisor	FINAL Date Supervisor Timesheet & Time Off Approvals Due to Payroll	Payroll Period Locked (Ecotime Locked)	Last Day to Email Payroll by 9 AM for Adjustments Only
Apr 10*	Mar 16-Mar 31	Mar 27	Mar 31	April 1	Apr 2
Apr 24^	Apr 1-Apr 15	Apr 28	Apr 29	Apr 30	Apr 30
May 8*	Apr 16-Apr 29	Apr 28	Apr 29	Apr 30	Apr 30
May 22^	May 1-May 15	May 11	May 13	May 13	May 15
Jun 10*	May 16-May 31	May 27	May 29	May 29	Jun 3
Jun 25^	Jun 1-Jun 15	June 12	Jun 16	Jun 16	Jun 18
Jul 10*	Jun 16-Jun 30	Jun 24	Jun 26	Jun 26	Jul 2
Jul 24^	Jul 1-Jul 15	Jul 13	Jul 15	Jul 15	Jul 17
Aug 10*	Jul 16-Jul 31	Jul 27 (5 pm)	Jul 29 (9 am)	July 29	Aug 3

Notes:

* Pay day covers pay period 16th through the last day of the month prior.

^ Pay day covers pay period 1st through the 15th of the current month.