



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff - Less CSB (2A) Date: September 24, 2020
From: Ecotime Administrators
Subject: Ecotime Timesheet Due Dates for September 16 to September 30 Pay Period

Please read important timesheet due date and cutoff information below.

Timesheet Due Dates for September 16 to September 30 Pay Period

- Monday, September 28 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, September 30 at 9:00 am: Final date for Supervisors to review, make adjustments, contact assigned Payroll Clerks for any discrepancies and approve timesheets.
Friday, October 2: 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.

The Ecotime Cutoff Calendar is posted on the Ecotime Resources Intranet page. Refer to the Ecotime Resources page for the most current calendar.

Important Cutoff Information

- Note that time reporting received prior to the 9:00 am cutoff on Wednesday, September 30 will be processed for the October 9 paychecks. Items received after the 9:00 am cutoff will not be processed until the following pay period.
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.
Ecotime will be locked for Payroll processing beginning Friday, October 2 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 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

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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](mailto:ecotimehelp@ehsd.cccounty.us).