



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff - Less CSB (Code 2) Date: December 2, 2020
From: Ecotime Administrators
Subject: Ecotime Timesheet Due Dates for December 2020

To help prepare for the winter holidays, please review important timesheet due date and cutoff information below for the entire month of December. Reminders will be sent as usual for each pay period.

Table with 6 columns: 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. Rows include Dec 24^, Jan 10*, Dec 1-Dec 15, Dec 16-Dec 31, Dec 14, Dec 15, Dec 15, Dec 28, Dec 15, Dec 28, Dec 17, Dec 31.

^ Pay day covers pay period 1st through the 15th of the current month.
* Pay day covers pay period 16th through the last day of the month prior.

December Holiday

- Eight (8) hours of holiday comp pay accruals are automatically populated to timesheets on December 25. You do not need to enter a special pay code for the December 25 holiday.
• If you work a 9/80 or 4/10 schedule and the December 25 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.

Important Cutoff Information

1. Note that time reporting received after the 9:00 am on Payroll Period Locked dates above 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 at 9:00 am on the Payroll Period Locked dates mentioned above. 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 the Ecotime Help inbox.**

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

How to Access Ecotime from an External Device

- From a non-County device, go to <https://ehsd.ecotimebyhbs.com/Ecotime/>.
- Enter your 5-digit 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.
- Contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us to reset your password.

Delegation of Authority (For Peer to Peer and Above)



For supervisors who will be out of the office in December, you may use the Delegate Authority feature in Ecotime to ensure timesheets are approved timely. In EHSD, those in the same classification or above can be authorized delegates. This is also true in Ecotime. From the Delegation of Authority function, you may select your peer to approve your Timesheets Group on your behalf. You may also delegate to your direct supervisor by selecting his/her name from the “Give Authority To” drop down box as shown below.

Delegate Authority					
Give Authority To	For TS Group	Begins (mm/dd/yyyy)	Expires (mm/dd/yyyy)	Group Access Level	Action
Denise (Management Group - Direct Report) ▼	040100 (040100)	10/19/2016	12/31/2099	Administrator ▼	Add Entry

If the person you need to delegate to is not displayed in your “Give Authority To” drop down menu, please send an email to the Ecotime Administrators at EcotimeHelp@ehsd.cccounty.us and copy your Supervisor. Be sure to review best practices and delegation set up instructions [here](#).

Additional training and procedures relating to Ecotime can be found on the [Ecotime Resources](#) page.