CONTRA COSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To:	All Staff - Less CSB (Code 2)	Date:	March 8, 2021
From:	Ecotime Administrators		
Subject:	Ecotime Timesheet Due Dates for March 1 to March 15 Pay Period		

Please read important timesheet due date and cutoff information below.

Timesheet Due Dates for March 1 to March 15 Pay Period

- <u>Wednesday, March 10 at 9:00 am:</u> 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.
- <u>Friday, March 12 at 9:00 am:</u> Final date for Supervisors to review, make adjustments, contact assigned Payroll Clerks for any discrepancies and approve timesheets.
- <u>Thursday, March 18:</u> 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.

Refer to the Ecotime Resources Intranet page for the most current Cutoff Calendar.

Important Cutoff Information

1. Note that time reporting received prior to the 9:00 am cutoff on **Friday, March 12** will be processed for the **March 25** 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 **Friday, March 12 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 the Ecotime Help inbox.

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

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.