



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff-CSB (Code 2) Date: April 14, 2021
From: Ecotime Administrators
Subject: Ecotime Timesheet Deadline Extended for April 1 to April 15 Pay Period

The deadline for completing and approving Ecotime timesheets has been extended to Monday, April 19 at 9:00 am. Please read below for the new due dates.

Table with 2 columns: Due Date, Notes. Row 1: Monday, April 19 at 9:00 AM; Notes: Permanent employee timesheets are due to Supervisors for review and approval. Final date for Supervisors to review, make adjustments, contact assigned Payroll Clerks for any discrepancies and approve timesheets. Row 2: Wednesday, April 28 at 9:00 AM; Notes: 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.

Important Cutoff Information

- 1. Time reporting received prior to the 9:00 am cutoff on Monday, April 19 will be processed for the Friday, April 23 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, April 28 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).

To access Ecotime from a non-County network 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. To reset your password, contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us.