ContraCosta COUNTY

EMPLOYMENT &
HUMAN SERVICES

M E M O R A N D U M

Kathy Gallagher, Director

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To: All Staff - Less CSB (Code 2)   Date: April 8, 2021

From: Ecotime Administrators

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

Please read important timesheet due date and cutoff information below.

Timesheet Due Dates for April 1 to April 15 Pay Period

- Monday, April 12 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, April 14 at 9:00 am: Final date for Supervisors to review, make adjustments, contact assigned Payroll Clerks for any discrepancies and approve timesheets.
- Friday, April 16: 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 **Wednesday, April 14** 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 14 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 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.