



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff (Code 2A) Date: April 19, 2021
From: Debora Boutté, Personnel Services Officer
Subject: New COVID-19 Supplemental Sick Leave Pay Codes and Balanced Accruals

California COVID-19 Supplemental Sick Leave pay codes are now available for use in Ecotime and Clouds for CSB. County employees are eligible to use this leave benefit in accordance with Senate Bill 95 as outlined in the Use of COVID-19 Supplemental Sick Leave Guidance published today. Continue reading this memo for announcements regarding the following information:

- 1. New SB95 pay codes available in Ecotime;
2. Reconciling Ecotime Accrual Balances with Employee Self-Service (PeopleSoft)
3. Accruals Worksheet
4. Login into Ecotime and Resources

For questions relating to this memo, please contact your assigned Payroll Clerk.

1. SB95 Pay Codes Available in Ecotime

In order to record the use of this leave in Ecotime, please make sure to select the appropriate pay code in accordance with the definitions stated in the memo titled Use of COVID-19 Supplemental Sick Leave Guidance for EHSD Employees.

Ecotime will remain open through Tuesday, April 20 at 5:00 PM to make any adjustments for use of COVID-19 Supplemental Sick Leave between April 1, 2021 to April 15, 2021. Please note this does not refer to the historical hours between January 1st and March 31st. Refer to the Use of COVID-19 Supplemental Sick Leave Guidance memo for those instructions.

1A. Please be sure to select the correct option when posting leave time. The example below shows use of pay codes SB95-C for a Vaccine Appointment and SB95-D for Vaccine Symptoms.

Show Pay Period Details

Timesheet Summary																				Hide					
Hours	Mon 03/29	Tue 03/30	Wed 03/31	Thu 04/01	Fri 04/02	Sat 04/03	Sun 04/04	Week Total	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09	Sat 04/10	Sun 04/11	Week Total	Mon 04/12	Tue 04/13	Wed 04/14	Thu 04/15	Fri 04/16	Sat 04/17	Sun 04/18	Week Total	Total
Worked				9.00	9.50			18.50	8.00	8.00	8.00					24.00	9.00	8.00	10.00	9.50				36.50	79.00
Exceptions								0.00				8.00	8.00			16.00								0.00	16.00
Totals:	0.00	0.00	0.00	9.00	9.50	0.00	0.00	18.50	8.00	8.00	8.00	8.00	0.00	0.00	0.00	40.00	9.00	8.00	10.00	9.50	0.00	0.00	0.00	36.50	95.00
Comp. Time Election																									
Flex Comp	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Paid Summary																				Paid Total 04/01-04/15					
SB95-C C19 Vaccine Appointment												2.00				2.00								0.00	2.00
SB95-D C19 Vaccine Symptoms												6.00	8.00			14.00								0.00	14.00
Regular				9.00	9.50			18.50	8.00	8.00	8.00					24.00	9.00	8.00	10.00	9.50				36.50	79.00

Pay Code GL Type	Message	Period Hours														Total	Delete								
		Thu 04/01	Fri 04/02	Sat 04/03	Sun 04/04	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09	Sat 04/10	Sun 04/11	Mon 04/12	Tue 04/13	Wed 04/14			Thu 04/15							
Regular <Select GL Type >		9.00	9.50			8.00	8.00	8.00								9.00	8.00	10.00	9.50					79.00	<input type="checkbox"/>
SB95-C C19 Vaccine Appointment <Select GL Type >									2.00															2.00	<input type="checkbox"/>
SB95-D C19 Vaccine Symptoms <Select GL Type >										6.00	8.00													14.00	<input type="checkbox"/>
<Select Pay Code > <Select GL Type >																								0.00	
<Select Pay Code > <Select GL Type >																								0.00	
<Select Pay Code > <Select GL Type >																								0.00	
Totals:		9.00	9.50	0.00	0.00	8.00	8.00	8.00	8.00	8.00	9.00	0.00	9.00	8.00	10.00	9.50								95.00	
Press the button to the right to delete all checked items														<input type="button" value="Delete"/>											

1B. Submit a copy of the appropriate documentation type as listed below to the Payroll Mailbox at payrollhelp@ehsd.cccounty.us. Enter a note in Ecotime stating that the documentation was submitted to Payroll and the date that it was submitted.

SB95 Pay Code	Description	Type of Documentation to Submit
SB95-A	Subj to Quarantine Order	Doctor's Note
SB95-B	Advised to Slf Quarantine	Doctor's Note
SB95-C	C19 Vaccine Appointment	Vaccine Card
SB95-D	C19 Vaccine Symptoms	Vaccine Card
SB95-E	COVID 19 Symptoms	Doctor's Note
SB95-F	COVID 19 Family Care	Doctor's Note
SB95-G	School-ChildCare Outbreak	Documentation from School

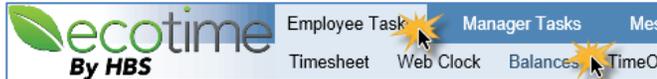


Notes for 04/16/2021 - 04/30/2021 S1

Doctor's note for SB95-A sent to Payroll 4/19/2021.

2. Reconciling Ecotime Accrual Balances with Employee Self-Service (PeopleSoft)

As of April 19, Ecotime balances now match with those in Employee Self-Service (PeopleSoft) or “ESS”. To view your balances in Ecotime, select **Employee Tasks** from the **Main Menu**. Then click **Balances** from the sub-menu.



Click each hyperlink in the Category column to view a detailed accounting of your leave balances as shown on the right. You will see a negative amount displayed in the Hours column, then current amount. See highlighted example for Personal Holiday. Keep in mind the balances now reflect real time in the system. **Please review your paycheck to confirm if your Ecotime balances are correct using the accrual worksheet referenced below.**

Ecotime

Accrued Balances (Calculated to 4/30/2021)					
Category	Starting Balance (+)	YTD Earned (+)	YTD Taken (-)	Current Balance	Approved Leave Balance
Administrative Leave	-12.50	50.00	0.00	37.50	0.00
Comp Time	0.00	0.00	0.00	0.00	0.00
Flex Comp	0.00	0.00	0.00	0.00	0.00
Paid Time Off	0.00	0.00	0.00	0.00	0.00
Personal Holiday	36.00	0.00	0.00	36.00	0.00

Date	Description	Hours	Totals	Source
04/01/2021	Starting Balance	36.00	36.00	Entitlement
04/01/2021	Starting Balance	-72.00	36.00	Entitlement
02/28/2021	Starting Balance	40.00	72.00	Entitlement
01/01/2021	Carry Over	32.00	32.00	Entitlement

Vacation	240.00	0.00	0.00	240.00	0.00
Sick	173.51	0.00	0.00	173.51	0.00
Emergency Sick Leave 2	80.00	0.00	16.00	64.00	0.00

Date	Description	Hours	Totals	Source
04/09/2021	SB95-D C19 Vaccine Symptoms	-8.00	64.00	Taken
04/08/2021	SB95-C C19 Vaccine Appointment	-2.00	72.00	Taken
04/08/2021	SB95-D C19 Vaccine Symptoms	-6.00	72.00	Taken
04/01/2021	Starting Balance	80.00	80.00	Entitlement

County paychecks are posted during a specific time period. You will need to calculate from the Pay End Date (3/31/2021) of the April 9 paycheck for an accurate accounting of your accruals. Remember to subtract any time you were off work that are reflected in Ecotime since the 3/31/2021 end date to ensure your calculations are correct. See the above example under “Emergency Sick Leave 2” for the 4/8 and 4/9 hours.

3. Accruals Worksheet

An Accruals Worksheet can be found [here](#) to help you calculate your balances. From the bottom of your paycheck, enter the numbers listed under “Bal at end PP” in the Accruals Worksheet column titled “Accrual balance as of 4/1/2021”. Enter any accruals you used between 4/1/2021 and 4/15/2021 in the next column. The Current Accruals Balance column will then populate. **If the accruals in the “Current Accruals Balance” column do not match the balances in Ecotime, please complete the attached form and submit to the Payroll Mailbox at payrollhelp@ehsd.cccounty.us to make the corrections.**

Paycheck (From Employee Self-Service/PeopleSoft)

Accrual Desc	Begin of PP	Earned	Bought	Taken	Sold	Adjustment	Lost	Bal at end PP
Sick	165.51	8.00	0.00	0.00	0.00	0.00	0.00	173.51
Vacation	240.00	10.00	0.00	6.00	0.00	0.00	4.00	240.00
Personal	40.00	4.00	0.00	8.00	0.00	0.00	0.00	36.00
Adm Lve	50.00	0.00	0.00	0.00	0.00	-12.50	0.00	37.50
Emg SickLv	0.00	80.00	0.00	0.00	0.00	0.00	0.00	80.00
Total	495.51	102.00	0.00	14.00	0.00	-12.50	4.00	567.01

Bal at end PP
173.51
240.00
36.00
37.50
80.00
567.01

Accrual Type	Accrual balance as of 4/1/2021	Accruals used 4/1 to 4/15/2021	Current Accruals Balance
Sick	173.51	2	171.51
Vacation	240	8	232
Personal	36	1	35
Adm Lv	37.5	4	33.5
Emg SickLv	80	0	80

For future reconciliation of accrual balances, please follow this process as outlined above.

4. Login to Ecotime and Resources

From County connected Internet:

Use this link: <https://ehsd.ecotimebyhbs.com/> Click Ecotime Cloud Production to enter Ecotime without using a username and password.

Contra Costa County Emp & Human Svc Dept SSO Portal Page

[EcoTime Cloud Production](#)

From Non-County connected Internet:

Use this link: <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. Include the name of your supervisor and employee ID in the email.

For additional information on use of Ecotime, tools and training materials, please go to the [Ecotime Resources](#) page.

Questions?

Please reach out to your [assigned Payroll Clerk](#) for questions regarding this memorandum.

Employment and Human Services Department Ecotime Accrual Balance Request



Instructions: Complete each section below. Submit completed request form, and appropriate documentation to the Payroll Mailbox at payrollhelp@ehsd.cccounty.us.

Section A. Employee Information	
Employee Name:	
Employee Number:	Date Submitted:

Section B. Accrual Balance Adjustments		
Pay codes that may be adjusted include:		
Sick	Vacation	Personal
Administrative Leave		Emergency Sick Leave (New SB95 COVID-19 Supplemental Sick Leave)
Indicate the pay code, date and hours for each adjustment.		
Pay Code	Correct Accrual Balance	Date of Calculation

Payroll Use Only			
Initials:	Date Completed:	<input type="checkbox"/> Ecotime Updated	<input type="checkbox"/> Kronos Updated