



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

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To: All Staff-less CSB (Code 2)

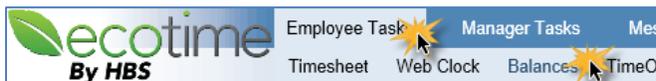
Date: May 19, 2021

From: Ecotime Administrators

Subject: How to Reconcile Ecotime Accrual Balances Against Paycheck

On April 20, it was announced via STARS and to All Users that Ecotime balances now match with those in Employee Self-Service (PeopleSoft) or "ESS". This memo serves as a reminder on how to reconcile Ecotime accrual balances against Employee Self-Service (PeopleSoft).

Viewing Accruals in Ecotime



Step 1: To view your balances in Ecotime, select Employee Tasks from the Main Menu. Then click Balances from the sub-menu.

Step 2: Click each hyperlink in the Category column to view a detailed accounting of your leave balances as shown on the right.

For 04/01/2021, you will notice a negative amount displayed in the Hours column, then the current amount above. Refer to the 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 and steps below.

When to Review Against ESS:

Earned accruals will be populated into Ecotime on the 7th of each month. You will need to calculate from the Pay End Date of your paycheck after the 8th of each month for an accurate accounting of your accruals. Remember

Ecotime Accrued Balances (Calculated to 4/30/2021) table with columns: Category, Starting Balance (+), YTD Earned (+), YTD Taken (-), Current Balance, Approved Leave Balance. Includes sub-tables for Personal Holiday, Vacation, Sick, and Emergency Sick Leave 2.

to subtract any time you were off work that are reflected in Ecotime since the Pay 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.

Accruals Worksheet

The Accruals Worksheet can be found [here](#) to help you calculate your balances following the steps below.

Step 1: As an example: from the bottom of your 4/9/2021 paycheck, enter the numbers listed under “Bal at end PP” in the Accruals Worksheet column titled “Accrual balance as of 4/1/2021”.

Step 2: 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

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 your 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.