



EMPLOYMENT &  
HUMAN SERVICES

M E M O R A N D U M

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To: All Staff - Less CSB (Code 2)

Date: May 21, 2021

From: Ecotime Administrators

Subject: Ecotime Timesheet Due Dates for May 16 to May 31 Pay Period

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Please read important timesheet due date and cutoff information below.

Timesheet Due Dates for May 16 to May 31 Pay Period

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- Tuesday, May 25 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.
- **Thursday, May 27 at 9:00 am:** Final date for Supervisors to review, make adjustments, contact assigned Payroll Clerks for any discrepancies and approve timesheets.
- Thursday, June 3: Last day for Supervisors to email your assigned Payroll Clerk and copy Cheryl McDaniel, Payroll Supervisor at [cmcdaniel@ehsd.cccounty.us](mailto: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.

Monday, May 31 Holiday

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- Eight (8) hours of holiday comp pay accruals are auto populated to timesheets on the Monday, May 31 holiday. \*This does not apply to unrepresented and Local 21 employees.
- If you work a 9/80 or 4/10 schedule and the Memorial Day holiday falls on your regularly scheduled 9-hour or 10-hour workday, in a new row, select a pay code other than sick leave to enter the additional 1-hour or 2-hours of time off.

*Continue to the next page.*

## Important Cutoff Information

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1. Note that time reporting received prior to the 9:00 am cutoff on Thursday, May 27 will be processed for the Thursday, June 10 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 10<sup>th</sup> of the following month. However, if the overtime occurred in the last workweek of the month payment may not be allocated until the following 10<sup>th</sup> paycheck.
3. **Ecotime will be locked for Payroll processing beginning Day Date 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).

## Login to Ecotime

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### From County connected Internet:

1. Use this link: <https://ehsd.ecotimebyhbs.com/> or click “Ecotime (Payroll)” from the EHSD Home Page.
2. Click “Ecotime Cloud Production” to enter Ecotime without using a username and password.

### From Non-County connected Internet:

1. Use this link: <https://ehsd.ecotimebyhbs.com/Ecotime/>.
2. Enter your 5-digit Employee ID in the Logon ID box. If you forgot your Employee ID, enter your last name in the “Help I Forgot My Login ID” box.
3. Enter “123” which is the default password. You will be prompted to enter a new password.

### To reset your password:

1. Contact the Ecotime Administrators at [ecotimehelp@ehsd.cccounty.us](mailto:ecotimehelp@ehsd.cccounty.us).
2. Include the name of your supervisor and employee your 5-digit employee ID in the email.