



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: June 29, 2021

From: Debora Boutté, Personnel Services Officer

Subject: Updated: Work from Home Tracking Procedures for Ecotime & Clouds

This supersedes the June 24, 2021 “Work from Home Tracking Procedures for Ecotime & Clouds” memo.

Over the past year, EHSD staff has been tracking attendance manually for the purpose of maintaining data related to employees working remotely due to the Pandemic. Now that we are moving forward with employees returning to work in the office, we will be electronically tracking work-from-home hours for those who have formal authorized work from home agreements. The electronic tracking of these hours will be done in Ecotime/Clouds as employees update their own daily/weekly payroll hours. This method provides a more efficient and simplified way to track remote work hours and will not impact daily total hours worked in Ecotime/Clouds.

Effective July 1, 2021, employees who are working remotely under a signed legacy Telecommute Agreement (DM 23-904) or are working remotely under an authorized temporary remote work agreement/arrangement shall track hours spent working remotely using Ecotime or Clouds.

If applicable as stated above, please follow the instructions by clicking on the links below to complete your timesheet using the new Work-From-Home pay code.

[Ecotime Procedures for EHSD Employees](#)

[Clouds Procedures for CSB Employees](#)

If you have any questions regarding the use of the Work-From-Home pay code, please contact your assigned Payroll Clerk listed on the Intranet under Personnel.

Timesheet Instructions



1. Login to Ecotime
2. Click on “Employee Tasks” in the Main Menu.
 - a. Click on “Timesheet” in the sub-menu.
 - b. Locate and select the appropriate time period. Click the “go” button.
3. An example of a timesheet populated with a regular schedule (5/40) is shown below.

Pay Code	GL Type	Message	Tue 06/01	Wed 06/02	Thu 06/03	Fri 06/04
Regular	<Select GL Type >		8.00	8.00	8.00	8.00
<Select Pay Code>	<Select GL Type >					
<Select Pay Code>	<Select GL Type >					
<Select Pay Code>	<Select GL Type >					
Totals:			8.00	8.00	8.00	8.00



4. In the next available row, click in the “Select Pay Code” field. A drop down menu will appear as shown on the right. Select “Work-From-Home”.
5. In the “Work-From-Home” row, enter the hours you worked from home. Adjust the hours in the “Regular” row to accurately account for hours worked.

Pay Code	Message	Tue 06/01	Wed 06/02	Thu 06/03	Fri 06/04
Regular		8.00	8.00	8.00	8.00
<Select GL Type >					
Work From Home					
<Select GL Type >					

- a. Example: Full day working from home (Regular 5/40 schedule)
 - i. In the example below, the employee worked from home 8 hours each on 6/1, 6/2, and 6/3.
 - ii. The employee enters 8 hours each in the “Work-From-Home” row on 6/1, 6/2, and 6/3.
 - iii. In the “Regular” row, the employee deletes the 8 hours each on 6/1, 6/2, 6/3.

Pay Code	Message	Tue 06/01	Wed 06/02	Thu 06/03	Fri 06/04
Regular					8.00
<Select GL Type >					
Work From Home		8.00	8.00	8.00	
<Select GL Type >					

- iv. The total hours for 6/1, 6/2, and 6/3 should remain 8 hours.

Pay Code	Message	Tue 06/01	Wed 06/02	Thu 06/03	Fri 06/04
Regular					8.00
<Select GL Type >					
Work From Home		8.00	8.00	8.00	
<Select GL Type >					
<Select Pay Code>					
<Select GL Type >					
<Select Pay Code>					
<Select GL Type >					
Totals:		8.00	8.00	8.00	8.00

Press the button to t

- b. Example: Half day working from home (Regular 5/40 schedule)
- i. In the example below, the employee worked from home: three hours on 6/1, four hours on 6/2, and two hours on 6/3.
 - ii. The employee enters three hours on 6/1, four hours on 6/2, and two hours on 6/3 in the “Work-From-Home” row.
 - iii. In the “Regular” row, takes the difference from

Pay Code GL Type	Message	Tue 06/01	Wed 06/02	Thu 06/03	Fri 06/04
Regular <Select GL Type >		5.00	4.00	6.00	8.00
Work From Home <Select GL Type >		3.00	4.00	2.00	

- iv. The total hours for 6/1, 6/2, and 6/3 should remain 8 hours.

Pay Code GL Type	Message	Tue 06/01	Wed 06/02	Thu 06/03	Fri 06/04
Regular <Select GL Type >		5.00	4.00	6.00	8.00
Work From Home <Select GL Type >		3.00	4.00	2.00	
<Select Pay Code> <Select GL Type >					
<Select Pay Code> <Select GL Type >					
Totals:		8.00	8.00	8.00	8.00

Press the button to t

6. After reviewing your timesheet entries, click the “Save” button. Alternatively, if you are ready to submit your timesheet, click the “Complete” button.



Save

Complete

Please note that if you do not adjust the hours in the “Regular” row, you may receive warning codes G, H, or K as shown below. Make the appropriate adjustments before submitting your timesheet. Your Payroll Clerk may contact you to confirm your hours if the warning codes still appear on your timesheet.

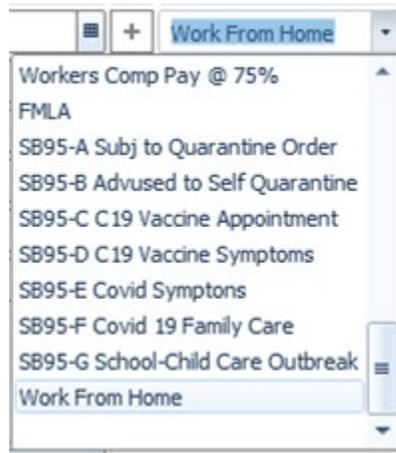
Pay Code GL Type	Message	Tue 06/01	Wed 06/02	Thu 06/03	Fri 06/04
Regular <Select GL Type >	G,H	8.00 G,H	8.00 G,H	8.00 G,H	
Regular <Select GL Type >	H				8.00 H
Regular <Select GL Type >					
Work From Home <Select GL Type >	G,H	8.00 G,H	8.00 G,H	8.00 G,H	
<Select Pay Code> <Select GL Type >					
<Select Pay Code> <Select GL Type >					
<Select Pay Code> <Select GL Type >					
Totals:		16.00	16.00	16.00	8.00
Press the button to					
G-Hours/Day > 12 (Co. Profile) (Warning) H-Hours/Week greater then 60 (Co. Profile) (Warning)					

Clouds Procedures for CSB Employees

Please see below for a quick guide on how to utilize the Work From Home timesheet feature on Clouds.

When entering the timesheet, the user should follow the instructions below:

1. Enter the worked hours normally, including Times In/Out and Org Numbers.
2. Select the **Work-From-Home** option under the “**Absence/Overtime Type and Hours**” section and enter the number of hours worked from home (will not be counted in Total Hours).



- a. If the user has worked only part of the day from home, only the hours worked from home should be entered in this section.
- b. If the user worked from home part of the day, and was off work for part of the day, the user should also use the (+) plus sign to enter the appropriate accrual and hours for the time off in this section, in addition to the hours worked from home.
- c. If the user has worked only part of the day from home, only the hours worked from home should be entered in this section.
- d. If the user worked from home part of the day, and was off work for part of the day, the user should also use the (+) plus sign to enter the appropriate accrual and hours for the time off in this section, in addition to the hours worked from home.

Time Off / Overtime Properties - 06-30-2021

Status: **New** Employment: On-Call Temporary Work / Week: 40:00 (TC : Administration)
 Site Location: zTest Center Position: Teacher Working Hours: 08:00-12:00 13:00-17:00

Date	W/S	In	Out	In	Out	Work Hours	Time Code	Project	Absence/Overtime Type and Hours	Total Hours						
16	10/4	08:00	12:00	01:00	05:00	08:00		1401							+ Work From Home 08:00	08:00