



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff - Less CSB (Code 2) Date: July 8, 2021
From: Ecotime Administrators
Subject: Ecotime Timesheet Due Dates for July 1 to July 15 Pay Period

Please read important timesheet due date and cutoff information below. Refer to the Ecotime Resources Intranet page for the most current Cutoff Calendar.

Table with 2 columns: Due Dates, Instructions. Rows include: Monday, July 12 at 9:00 am; Wednesday, July 14 at 9:00 am; Friday, July 16 by 9:00 am.

July 5 Holiday

- Eight (8) hours of holiday comp pay accruals are auto populated to timesheets on the July 5 holiday. \*This does not apply to unrepresented and Local 21 employees.
• If you work a 9/80 or 4/10 schedule and the 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 Wednesday, July 14 will be processed for the July 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 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.

**Ecotime will be locked for Payroll processing beginning Wednesday, July 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 requests for timesheet adjustments 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.