



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff - Less CSB (Code 2) Date: January 7, 2022
From: Ecotime Administrators
Subject: Ecotime Timesheet Due Dates for January 1 to January 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 due dates for January 11, 13, and 18 with corresponding instructions for review and adjustments.

Important Cutoff Information

- 1. Note that time reporting received prior to the 9:00 am cutoff on Thursday, January 13 will be processed for the January 25 paychecks.
2. For all permanent employees, overtime will be paid on the paycheck on the 10th of the following month.

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Ecotime will be locked for Payroll processing beginning **Thursday, January 13 at 9:00 am.**

Report any changes or corrections after 9:00 am by creating a ticket through [Personnel Track-It](#).

From the Transaction Type menu in Track-It, select: Payroll→Timesheet Adjustment.

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

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. Create a ticket through <http://ehsdrkithr/TrackIt/SelfService/Account/Login> (Personnel Track-It). From the Transaction Type menu in Track-It, select: Ecotime→Password Reset.
2. Include the name of your supervisor and your 5-digit employee ID in the ticket.