

Tip #1



Personnel Track-It Quick Tip

Did you know that when Ecotime is locked for payroll processing that any changes or corrections after the cut-off must be reported using Track-It? Sending through the Ecotime Help inbox will delay your request.

Why?



During cut-off our Payroll staff are busy bees trying to make the Auditor's cut-off time for you. Track-It enables them to quickly get to your time sensitive request for these types of adjustments as the Ecotime timesheets are locked.

To report an adjustment after cut-off, go to [Personnel Track-It](#). Create a New Ticket and in the transaction type drop down, use "Payroll". Under the Payroll drop down use "Timesheet Adjustment". Enter the adjustment needed there.

Stay tuned for more Track-it Quick Tips! Please submit any suggestions you have for Quick Tips or Track-It improvements in Track-It. You do this by creating a New Ticket, then under Transaction type, use the drop down and you will see "Track-It Suggestion".

Thank you from all of us at Personnel Services

