



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff - Less CSB (Code 2) Date: March 10, 2022
From: Ecotime Administrators
Subject: Ecotime Timesheet Due Dates for March 1 to March 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, March 14 at 9:00 am; Wednesday, March 16 at 9:00 am; Friday, March 18 by 9:00 am.

Important Cutoff Information

- 1. Note that time reporting received prior to the 9:00 am cutoff on Wednesday, March 16 will be processed for the March 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 **Wednesday, March 16 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

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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. 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.