



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff (less CSB), Code 2

Date: January 6, 2021

From: Ecotime Administrators

Subject: Ecotime Cutoff Calendar for January and February 2021

Happy New Year Ecotime Users! Please find attached to this memo the Ecotime timesheet due dates for January and February 2021. Because of the holidays and short month of February, please note the quick turnaround time for timesheet submissions. The updated Ecotime Calendar for March will be published by the end of February on the Ecotime Resources page.

To view prior year balances, log on to Ecotime. Go to Employee Tasks -> Balances. Enter a date or click on the Calendar icon as shown below to view accrued balances.

Please select a date to calculate balances: [input field] [calendar icon] [GO button]

Table with 6 columns: Category, Starting Balance (+), YTD Earned (+), YTD Taken (-), Current Balance, Approved Leave Balance. Rows include Administrative Leave, Comp. Time, Flex Comp, Paid Time Off, Personal Holiday, Vacation, Sick.

As a reminder, please view timesheets thoroughly prior to submitting. If you need to make a correction after the cutoff period, please contact your assigned Payroll Clerk and copy Payroll Supervisor, Cheryl McDaniel at cmcdaniel@ehsd.cccounty.us to ensure the correction is made as soon as possible.

For the most current Ecotime information, calendars, trainings, procedures and more, visit the Ecotime Resources page on the Intranet here.

Questions about this memo? Contact us at EcotimeHelp@ehsd.cccounty.us. We thank you in advance for doing your part to complete timesheets accordingly.

## 2021 Ecotime Cutoff Calendar



Pay Day	Pay Period	FINAL Date Employee Timesheets Due to Supervisor	FINAL Date Supervisor Timesheet & Time Off Approvals Due to Payroll by 9 AM (Ecotime locked at 9 AM)	Last Day to Email Payroll by 9 AM for Adjustments Only
Jan 25 <sup>^</sup>	Jan 1-Jan 15	Jan 11	Jan 13	Jan 15
Feb 10 <sup>*</sup>	Jan 16-Jan 31	Jan 27	Jan 29	Feb 2
Feb 25 <sup>^</sup>	Feb 1-Feb 15	Feb 10	Feb 12	Feb 17
Mar 10 <sup>*</sup>	Feb 16-Feb 28	Feb 24	Feb 26	Mar 2

**Notes:**

\* Pay day covers pay period 16th through the last day of the month prior.

<sup>^</sup> Pay day covers pay period 1st through the 15th of the current month.