CONTRA COSTA COUNTY
EMPLOYMENT & HUMAN SERVICES
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MEMORANDUM

To: All Staff - Less CSB (Code 2)

Date: December 21, 2022

From: Ecotime Administrators

Subject: Ecotime Timesheet Due Dates for December 16 to December 31 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.

Due Dates	Instructions
Tuesday, December 27 at 9:00 am:	Permanent and Temporary employee timesheets are due to Supervisors for review and approval. For WEX employees only: please fax time cards to (925) 228-0244 or scan in an email to your assigned Payroll Clerk.
Wednesday, December 28 at 9:00 am:	Final date for Supervisors to review, make adjustments, report discrepancies through Personnel Track-It and approve timesheets. From the Transaction Type menu in Track-It, select: Payroll→Timesheet Adjustment.
Tuesday, January 3 at 9:00 am:	Last day for Supervisors to report additional adjustments to timesheets no later than 9:00 am. Create a ticket through Personnel Track-It. From the Transaction Type menu in Track-It, select: Payroll→Timesheet Adjustment.

December 22Holiday

- Eight (8) hours of holiday comp pay accruals are auto populated to timesheets on the December 26 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.

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Important Cutoff Information

1. Note that time reporting received prior to the 9:00 am cutoff on Wednesday, December 28 will be processed for the January 10 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 10th of the following month. However, if the overtime occurred in the last workweek of the month payment may not be allocated until the following 10th paycheck.

Ecotime will be locked for Payroll processing beginning **Wednesday, December 28 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 Personnel Track-It ticket. 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.

2023 Ecotime Cutoff Calendar

This calendar may be subject to change due to staffing or other operational circumstances.

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)	FINAL Date to Submit Track-It Tickets by 9 AM for Adjustments Only
Jan 25^	Jan 1-Jan 15	Jan 11	Jan 13	Jan 18
Feb 10*	Jan 16-Jan 31	Jan 26	Jan 30	Feb 3
Feb 24^	Feb 1-Feb 15	Feb 13	Feb 15	Feb 17
Mar 10*	Feb 16-Feb 28	Feb 23	Feb 27	Mar 3
Mar 24^	Mar 1-Mar 15	Mar 10	Mar 14	Mar 17
Apr 10*	Mar 16-Mar 31	Mar 24	Mar 28	Apr 3
Apr 25^	Apr 1-Apr 15	Apr 12	Apr 14	Apr 18
May 10*	Apr 16-Apr 30	Apr 24	Apr 26	May 3
May 25^	May 1-May 15	May 11	May 15	May 18
Jun 9*	May 16-May 31	May 24	May 26	Jun 2
Jun 23^	Jun 1-Jun 15	Jun 9	Jun 13	Jun 16
Jul 10*	Jun 15-Jun 30	Jun 23	Jun 27	Jul 3
Jul 25^	Jul 1-Jul 15	Jul 11	Jul 13	Jul 18
Aug 10*	Jul 16-Jul 31	Jul 25	Jul 27	Aug 3
Aug 25^	Aug 1-Aug 15	Aug 11	Aug 15	Aug 18
Sep 8*	Aug 16-Aug 31	Aug 25	Aug 29	Sep 1
Sep 25^	Sep 1-Sep 15	Sep 11	Sep 13	Sep 18
Oct 10*	Sep 16-Sep 30	Sep 26	Sep 28	Oct 3
Oct 25^	Oct 1-Oct 15	Oct 11	Oct 13	Oct 18
Nov 9*	Oct 16-Oct 31	Oct 26	Oct 30	Nov 2
Nov 22^	Nov 1-Nov 15	Nov 9	Nov 13	Nov 15
Dec 8*	Nov 16-Nov 30	Nov 22	Nov 28	Dec 1
Dec 22^	Dec 1-Dec 15	Dec 11	Dec 13	Dec 15
Jan 10*	Dec 16-Dec 31	Dec 22	Dec 27	Jan 3

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

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