

EMPLOYMENT & HUMAN SERVICES

Marla Stuart, Director

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

To: All Staff - Less CSB (Code 2)

Date: January 24, 2023

From: Ecotime Administrators

Subject: Ecotime Timesheet Due Dates for January 16 to January 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 |
|----------------------------------|---|
| Thursday, January 26 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. |
| Monday, January 30 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. |
| Friday, February 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. |

January 16 Holiday

- Eight (8) hours of holiday comp pay accruals are auto populated to timesheets on the January 16 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.

Important Cutoff Information

1. Note that time reporting received prior to the 9:00 am cutoff on Monday, January 30 will be processed for the February 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 Monday, January 30 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.