



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff – less CSB, Code 2 Date: April 30, 2020

From: Ecotime Administrators

Subject: Ecotime Timesheets Due by 3:00 PM Today for the Entire Month of April

PLEASE MAKE SURE TO COMPLETE TIMESHEETS FOR THE ENTIRE MONTH OF APRIL BY 3:00 PM TODAY, THURSDAY, APRIL 30, 2020 IF YOU HAVE NOT ALREADY DONE SO.

If you have already submitted your April timesheets, please go back into Ecotime and make sure to use the new Emergency Sick Leave pay codes and GL Types if appropriate for your situation. Please refer to the memo titled “[New Pay Codes and GL Types in Ecotime](#)” for instructions. Thank you for your help.

REMOTE ACCESS TO ECOTIME:

Go to <https://ehsd.ecotimebyhbs.com/Ecotime/>. Enter your Employee ID in the Logon ID box. “123” is the default password. You should be prompted to enter a new password. If you forgot your Employee ID, enter your last name only in the “Help I Forgot My Login ID” box. To reset your password, please contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us.