



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff-less CSB (Code 2)

Date: May 6, 2020

From: Ecotime Administrators

Subject: Important Overtime, Accrual Balances and Timesheet Due Date Information

Please read this memo in its entirety regarding overtime payments, accrual balances and upcoming Ecotime timesheet due dates. We understand how confusing new processes can be at such an unprecedented time and we apologize for any issues this may have caused. Thank you for your understanding.

Overtime Payments

For those employees who worked overtime hours during the last week of April, please note that you may not see overtime pay reflected until your June 10 paycheck. You will still be paid for the overtime hours worked, but if the overtime occurred in the last workweek of the month, payment may not be allocated until the following 10th paycheck. If you have an issue regarding your overtime pay or allocated hours, please contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us.

Accrual Balances

Payroll Staff will be reaching out to those who may need adjustments to accruals in light of the new Emergency Sick Leave pay codes (PAN-S01 to PAN-S07).

Timesheet Due Dates for May 1 through May 15 Pay Period

- Monday, May 11: 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, May 13 at 9:00 am: Final date for Supervisors to review, make adjustments, contact assigned Payroll Clerks for any discrepancies and approve timesheets.
- Friday, May 15: Last day for Supervisors to email your assigned Payroll Clerk and copy Cheryl McDaniel, Payroll Supervisor at cmcdaniel@ehsd.cccounty.us no later than 9:00 am to report any additional adjustments to employee timesheets.

Important Cutoff Information

1. Note that time reporting received prior to the 9:00 am cutoff on Friday, May 15, will be processed for the May 22 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.
3. Ecotime will be locked for Payroll processing beginning Wednesday, May 13 at 9:00 am.

*Please notify Payroll Staff immediately when an employee goes out on, or has returned from a leave of absence (LOA).

To access Ecotime from a non-County network device

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 in the "Help I Forgot My Login ID" box. To reset your password, contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us.