



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff (less CSB), Code 2

Date: June 8, 2020

From: Ecotime Administrators

Subject: Ecotime Timesheet Messages Error – Please disregard

We are working with the Ecotime vendor to resolve the multiple Timesheet Messages that were sent to staff over the weekend from the system in error. Please disregard the Timesheet Messages sent from EcotimeAlert@hbcorp.com for now. Ecotime Timesheets are due later in the week. An update will be sent to staff once the issue is resolved.

Thank you and we apologize for the confusion.