



EMPLOYMENT &  
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff - Less CSB (Code 2)

Date: December 11, 2020

From: Ecotime Administrators

Subject: Ecotime Timesheet Due Dates for December 1 to December 15 Pay Period

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Please read important timesheet due date and cutoff information below.

Timesheet Due Dates for December 1 to December 15 Pay Period

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- Monday, December 14 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.
- Tuesday, December 15 at 9:00 am: Final date for Supervisors to review, make adjustments, contact assigned Payroll Clerks for any discrepancies and approve timesheets.
- Thursday, December 17: Last day for Supervisors to email your assigned Payroll Clerk and copy Cheryl McDaniel, Payroll Supervisor at [cmcdaniel@ehsd.cccounty.us](mailto:cmcdaniel@ehsd.cccounty.us) no later than 9:00 am to report any additional adjustments to employee timesheets.

Refer to the [Ecotime Resources](#) Intranet page for the most current Cutoff Calendar.

In Preparation of the December Holiday

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- Eight (8) hours of holiday comp pay accruals are automatically populated to timesheets on December 25. You do not need to enter a special pay code for the December 25 holiday.
- If you work a 9/80 or 4/10 schedule and the December 25 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

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1. Note that time reporting received prior to the 9:00 am cutoff on **Tuesday, December 15** will be processed for the **December 24** 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 10<sup>th</sup> of the following month. However, if the overtime occurred in the last workweek of the month payment may not be allocated until the following 10<sup>th</sup> paycheck.
3. **Ecotime will be locked for Payroll processing beginning Tuesday, December 15 at 9:00 am. Any changes or corrections after 9:00 am should be emailed directly to the assigned payroll clerk with a copy to Cheryl McDaniel, Payroll Supervisor. Please do not send corrections 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).

#### To access Ecotime from a non-County network device

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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](mailto:ecotimehelp@ehsd.cccounty.us).