

# MEMORAN DUM

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To: All Staff - Less CSB (Code 2) Date: July 22, 2021

From: Ecotime Administrators

Subject: Ecotime Timesheet Due Dates for July 16 to July 31 Pay Period

Please read important timesheet due date and cutoff information below. Refer to the <u>Ecotime</u> <u>Resources</u> Intranet page for the most current Cutoff Calendar.

<b>Due Dates</b>	Instructions
Tuesday, July 27	Permanent and Temporary employee timesheets are due to Supervisors for
at 9:00 am:	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, July	Final date for Supervisors to review, make adjustments, contact assigned
28 at 9:00 am:	Payroll Clerks for any discrepancies and approve timesheets.
Tuesday, August 3	Last day for Supervisors to email your assigned Payroll Clerk and copy
by 9:00 am:	Cheryl McDaniel, Payroll Supervisor at <a href="mailto:cmcdaniel@ehsd.cccounty.us">cmcdaniel@ehsd.cccounty.us</a> 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 **Wednesday**, **July 28** will be processed for the August 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 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.

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Ecotime will be locked for Payroll processing beginning Wednesday, July 28 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 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: <a href="https://ehsd.ecotimebyhbs.com/">https://ehsd.ecotimebyhbs.com/</a> 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: <a href="https://ehsd.ecotimebyhbs.com/Ecotime/">https://ehsd.ecotimebyhbs.com/Ecotime/</a>.
- 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. Contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us.
- 2. Include the name of your supervisor and your 5-digit employee ID in the email.