

M E M O R A N D U M

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To: All Staff - Less CSB (Code 2)

Date: October 7, 2021

From: Ecotime Administrators

Subject: Ecotime Timesheet Due Dates for October 1 to October 15 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.

Due Dates	Instructions
Tuesday, October	Permanent and Temporary employee timesheets are due to Supervisors for
12 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.
Thursday, October	Final date for Supervisors to review, make adjustments, contact assigned
14 <mark>at 9:00 am:</mark>	Payroll Clerks for any discrepancies and approve timesheets.
Monday, October	Last day for Supervisors to email your assigned Payroll Clerk and copy
18 by 9:00 am:	Cheryl McDaniel, Payroll Supervisor at <u>cmcdaniel@ehsd.cccounty.us</u> 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 **Thursday, October 14** will be processed for the October 25 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.

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Ecotime will be locked for Payroll processing beginning Thursday, October 14 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: <u>https://ehsd.ecotimebyhbs.com/</u> 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: <u>https://ehsd.ecotimebyhbs.com/Ecotime/</u>.
- 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.