

## M E M O R A N D U M

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To: All Staff - Less CSB (Code 2)

Date: October 26, 2021

From: Ecotime Administrators

Subject: Ecotime Timesheet Due Dates for October 16 to October 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.

Due Dates	Instructions
Thursday,	Permanent and Temporary employee timesheets are due to Supervisors for
October 28 at 9:00	review and approval. For WEX employees only: please fax time cards to
am:	(925) 228-0244 or scan in an email to your assigned Payroll Clerk.
Monday,	Final date for Supervisors to review, make adjustments, report
November 1 at	discrepancies through Personnel Track-It and approve timesheets. From
<mark>9:00 am:</mark>	the Transaction Type menu in Track-It, select: Payroll→Timesheet
	Adjustment.
Wednesday,	Last day for Supervisors to report additional adjustments to timesheets
November 3 by	no later than 9:00 am. Create a ticket through Personnel Track-It. From
9:00 am:	the Transaction Type menu in Track-It, select: Payroll $\rightarrow$ Timesheet
	Adjustment.

Important Cutoff Information

- 1. Note that time reporting received prior to the 9:00 am cutoff on **Monday**, **November 1** will be processed for the November 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 Monday, November 1 at 9:00 am.

Report any changes or corrections after 9:00 am by creating a ticket through <u>Personnel Track-It</u>. From the Transaction Type menu in Track-It, select: Payroll→Timesheet Adjustment. 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. Create a ticket through <u>http://ehsdtrkithr/TrackIt/SelfService/Account/LogIn</u> (Personnel Track-It). From the Transaction Type menu in Track-It, select: Ecotime→Password Reset.
- 2. Include the name of your supervisor and your 5-digit employee ID in the ticket.