



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All Staff - Less CSB (Code 2) Date: November 18, 2021
From: Ecotime Administrators
Subject: Ecotime Timesheet Due Dates for November 16 to November 30 Pay Period

This reminder is being sent early due to the holidays. There are no changes to the due dates. Refer to the Ecotime Resources Intranet page for the most current Cutoff Calendar.

Table with 2 columns: Due Dates, Instructions. Rows include: Monday, November 29 at 9:00 am; Wednesday, December 1 at 9:00 am; Friday, December 3 at 9:00 am.

November 25 & 26 Holiday

- Eight (8) hours of holiday comp pay accruals are auto populated to timesheets on the November 25-26 holiday. *This does not apply to unrepresented and Local 21 employees.
• If you work a 9/80 or 4/10 schedule and the holidays fall 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.

Continue to the next page.

Important Cutoff Information

1. Note that time reporting received prior to the 9:00 am cutoff on Wednesday, December 1 will be processed for the December 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 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.

Ecotime will be locked for Payroll processing beginning Wednesday, December 1 at 9:00 am.

Report any changes or corrections after 9:00 am by creating a ticket through [Personnel Track-It](#). 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: <https://ehsd.ecotimebyhbs.com/> 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: <https://ehsd.ecotimebyhbs.com/Ecotime/>.
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 <http://ehsdrkithr/TrackIt/SelfService/Account/Login> (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.