



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff - Less CSB (Code 2) Date: December 2, 2021
From: Ecotime Administrators
Subject: Reminder: Ecotime Timesheet Due Dates for December 2021

To help prepare for the winter holidays, please review important timesheet due date and cutoff information below for the entire month of December. Reminders will be sent as usual for each pay period.

Table with 5 columns: Pay Day, Pay Period, FINAL Date Employee Timesheets Due to Supervisor, FINAL Date Supervisor Timesheet & Time Off Approvals Due to Payroll by 9 AM, Last Day to Email Payroll by 9 AM for Adjustments Only. Rows include Dec 23^ and Jan 10*.

^ Pay day covers pay period 1st through the 15th of the current month.
* Pay day covers pay period 16th through the last day of the month prior.

Table with 2 columns: Description, Instructions. Rows include Employee Timesheets Due to Supervisor, Final Date for Supervisor Timesheet & Time Off Approvals, and Payroll Adjustments.

December Holidays (Observed)

- Eight (8) hours of holiday comp pay accruals are automatically populated to timesheets on December 24 and 31. You do not need to enter a special pay code for these holidays.
- 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.

Important Cutoff Information

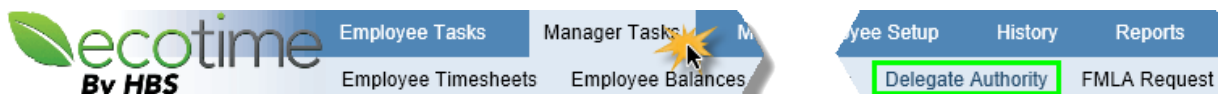
1. Note that time reporting received after the 9:00 am on Payroll Period Locked dates above will not be processed until the following pay period.
2. For all permanent employees, overtime will be paid on the paycheck on the 10th of the following month. However, if the overtime occurred in the last workweek of the month payment may not be allocated until the following 10th paycheck.

Ecotime will be locked for Payroll processing beginning 9:00 am on the Ecotime Locked dates above.

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).

Delegation of Authority (For Peer to Peer and Above)



For supervisors who will be out of the office in December, you may use the Delegate Authority feature in Ecotime to ensure timesheets are approved timely. From the Delegation of Authority function, select your peer or above to approve your Timesheets Group on your behalf.

Delegate Authority					
Give Authority To	For TS Group	Begins (mm/dd/yyyy)	Expires (mm/dd/yyyy)	Group Access Level	Action
Denise (Management Group - Direct Report) ▼	040100 (040100)	10/19/2016	12/31/2099	Administrator ▼	Add Entry

If you are missing a delegate from the “Give Authority To” drop down menu, create a ticket through <http://ehsdrkithr/TrackIt/SelfService/Account/LogIn> (Personnel Track-It). From the Transaction Type menu in Track-It, select: “Ecotime”, then “Delegation”. Be sure to review best practices and delegation set up instructions [here](#).

[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.

Additional training and procedures relating to Ecotime can be found on the [Ecotime Resources](#) page.