



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff - Less CSB (Code 2) Date: January 25, 2022
From: Ecotime Administrators
Subject: Ecotime Timesheet Due Dates for January 16 to January 31 Pay Period

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

Table with 2 columns: Due Dates, Instructions. Rows include: Thursday, January 27 at 9:00 am; Monday, January 31 at 9:00 am; Thursday, February 3 at 9:00 am.

January 17 Holiday

- Eight (8) hours of holiday comp pay accruals are auto populated to timesheets on the January 17 holiday. \*This does not apply to unrepresented and Local 21 employees.
• If you work a 9/80 or 4/10 schedule and the holiday falls 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

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1. Note that time reporting received prior to the 9:00 am cutoff on Monday, January 31 will be processed for the February 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.

**Ecotime will be locked for Payroll processing beginning Monday, January 31 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

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### 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.