



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff - Less CSB (Code 2)

Date: March 22, 2022

From: Ecotime Administrators

Subject: Ecotime Timesheet Due Dates for March 16 to March 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, March 24 at 9:00 am; Tuesday, March 29 at 9:00 am; Friday, April 1 by 9:00 am.

Important Cutoff Information

- 1. Note that time reporting received prior to the 9:00 am cutoff on Tuesday, March 29 will be processed for the April 9 paychecks.
2. For all permanent employees, overtime will be paid on the paycheck on the 10th of the following month.

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Ecotime will be locked for Payroll processing beginning **Tuesday, March 29 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.