



EMPLOYMENT & HUMAN SERVICES

Marla Stuart, Director

40 Douglas Drive, Martinez, CA 94553 • Phone: (925) 608-5000 • Fax (925) 313-9748 • [www.ehsd.org](http://www.ehsd.org)

# MEMORANDUM

To: All Staff - Less CSB (Code 2)

Date: September 8, 2022

From: Ecotime Administrators

Subject: Ecotime Timesheet Due Dates for September 1 to September 15 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.

Due Dates	Instructions
Tuesday, September 13 at 9:00 am:	Permanent and Temporary employee timesheets are due to Supervisors for review and approval. For WEX employees only: please fax time cards to (925) 228-0244 or scan in an email to your assigned Payroll Clerk.
Thursday, September 15 at 9:00 am:	Final date for Supervisors to review, make adjustments, report discrepancies through <a href="#">Personnel Track-It</a> and approve timesheets. From the Transaction Type menu in Track-It, select: Payroll→Timesheet Adjustment.
Friday, September 16 at 9:00 am:	Last day for Supervisors to report additional adjustments to timesheets no later than 9:00 am. Create a ticket through <a href="#">Personnel Track-It</a> . From the Transaction Type menu in Track-It, select: Payroll→Timesheet Adjustment.

## September 22 Holiday

- Eight (8) hours of holiday comp pay accruals are auto populated to timesheets on the September 5 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.

## Important Cutoff Information

1. Note that time reporting received prior to the 9:00 am cutoff on Thursday, September 15 will be processed for the September 23 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 Thursday, September 15 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://ehsdtrkithr/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.