

## MEMORAN DUM

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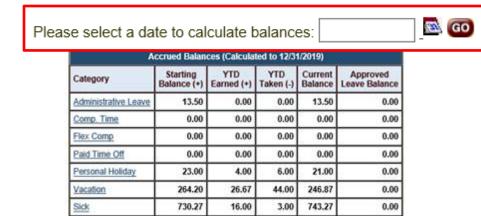
To: All Staff (less CSB), Code 2 Date: January 6, 2021

From: Ecotime Administrators

Subject: Ecotime Cutoff Calendar for January and February 2021

Happy New Year Ecotime Users! Please find attached to this memo the Ecotime timesheet due dates for January and February 2021. Because of the holidays and short month of February, please note the quick turnaround time for timesheet submissions. The updated Ecotime Calendar for March will be published by the end of February on the <u>Ecotime Resources</u> page.

To view prior year balances, log on to Ecotime. Go to Employee Tasks→Balances. Enter a date or click on the Calendar icon as shown below to view accrued balances.



As a reminder, please view timesheets thoroughly prior to submitting. If you need to make a correction after the cutoff period, please contact your assigned Payroll Clerk and copy Payroll Supervisor, Cheryl McDaniel at <a href="mailto:cmcdaniel@ehsd.cccounty.us">cmcdaniel@ehsd.cccounty.us</a> to ensure the correction is made as soon as possible.

For the most current Ecotime information, calendars, trainings, procedures and more, visit the Ecotime Resources page on the Intranet <u>here</u>.

Questions about this memo? Contact us at <u>EcotimeHelp@ehsd.cccounty.us</u>. We thank you in advance for doing your part to complete timesheets accordingly.

## **2021 Ecotime Cutoff Calendar**



Pay	Pay Period	FINAL Date	FINAL Date Supervisor	Last Day to Email
Day		Employee	Timesheet & Time Off	Payroll by 9 AM for
		Timesheets	Approvals Due	Adjustments Only
		Due to	to Payroll by 9 AM	
		Supervisor	(Ecotime locked at 9 AM)	
Jan 25^	Jan 1-Jan 15	Jan 11	Jan 13	Jan 15
Feb 10*	Jan 16-Jan 31	Jan 27	Jan 29	Feb 2
Feb 25^	Feb 1-Feb 15	Feb 10	Feb 12	Feb 17
Mar 10*	Feb 16-Feb 28	Feb 24	Feb 26	Mar 2

## Notes:

<sup>\*</sup> Pay day covers pay period 16th through the last day of the month prior.

<sup>^</sup> Pay day covers pay period 1st through the 15th of the current month.