

EMPLOYMENT &amp; HUMAN SERVICES

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To: All Staff - Less CSB (Code 2)

Date: February 9, 2023

From: Ecotime Administrators

Subject: Ecotime Timesheet Due Dates for February 1 to February 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  |
|------------------------------------|---|
| Monday, February 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.                               |
| Wednesday, February 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, February 17 by 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. |

### Important Cutoff Information

- Note that time reporting received prior to the 9:00 am cutoff on **Wednesday, February 15** will be processed for the February 24 paychecks. Items received after the 9:00 am cutoff will not be processed until the following pay period.
- 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 Wednesday, February 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).

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## 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 [Personnel Track-It ticket](#). 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.