



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: May 9, 2023

From: Ecotime Administrators

Subject: Ecotime Timesheet Due Dates for May 1 to May 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
Thursday, May 11 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.
Monday, May 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.
Thursday, May 18 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.

### ATTENTION SUPERVISORS: Instructions for Completing Timesheets on Behalf of Absent Employees

It is critically important that supervisors complete timesheets for all staff visible in the supervisor's Timesheet Group. Supervisors are responsible for completing timesheets for employees who are on a leave of absence (LOA) including those absent from work for any other reason. Contact Payroll Staff immediately when an employee goes out on an LOA, has returned from an LOA or if you have questions about how to complete a timesheet on behalf of an employee.

### Important Cutoff Information

1. Do not wait until the end of the month to report timesheet adjustments for the first half of the month.
2. Note that time reporting received prior to the 9:00 am cutoff on **Monday, May 15** will be processed for the May 25 paychecks. Items received after the 9:00 am cutoff will not be processed until the following pay period.
3. 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, May 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.

Continued on next page.

## Reporting Overtime and After Hours Adjustments

---

Supervisors: Follow the steps below to report Overtime and After Hours adjustments to timesheets on behalf of an employee. We request employees and their supervisors work together to ensure the correct reporting process is being followed to avoid delays in accurate and timely payroll processing.

1. Go to [Track-It \(Personnel Self-Service\)](#)
2. Leave all fields blank. Click "Login using your Windows account"
3. Select "Create New Ticket"
4. Select "Common Requests"
5. Select "Payroll: Timesheet" and click "OK" button
6. In the Subject field, Supervisor types the employee's name and ID number
7. In the Note field, type the dates, pay codes, and hours that need to be adjusted
8. Click the "Submit Ticket" button

Login to Track-It at any time to view status updates on your ticket.

## 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 [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.