

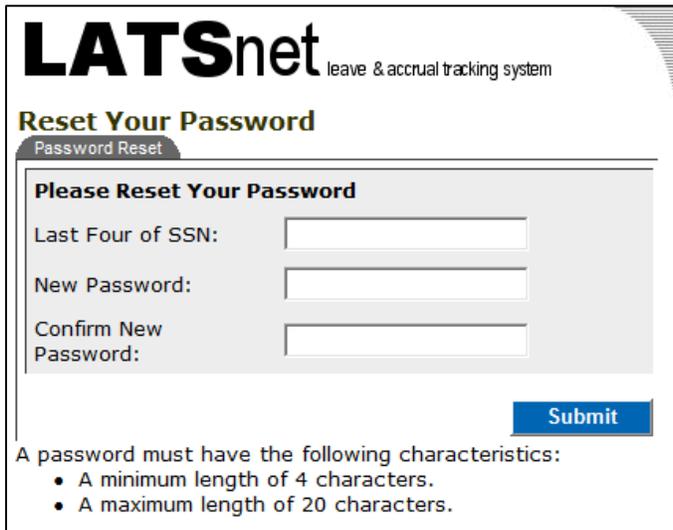
LATS USER HANDOUT

Welcome to the Leave and Accrual Tracking System (LATS). LATS is an electronic timesheet that tracks employee leave, attendance and labor distribution. The information that follows shall help you navigate through the LATS system. If you need assistance with a timesheet, please contact the BSC Time & Attendance Unit at 518-457-4272 or via email at BSCTimeAdmin@ogs.ny.gov.

Logging On

LOGGING ON THE FIRST TIME

The first time you log on to LATS, you will use a temporary password and the username provided to you by the BSC Time & Attendance unit.



Once you have logged in using the temporary password, the system will require you to create your own unique password.

If the system accepts the password you have created it will take you back to login screen and require you to login using the newly created password.



My Timesheet

When you successfully log in LATS will open to the **Home Page** if there are announcements from the BSC Time & Attendance Unit. After reviewing any announcements, click on the **My Timesheet** tab in the header. You can return to the **Home Page** at any time by clicking on the **Home** tab.

If there are no announcements, it will take you directly to your timesheet.

Extras	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Day In															Day In
Lunch Out															Lunch Out
Lunch In															Lunch In
Day Out															Day Out
Tardy	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	Tardy
Earned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Earned
Non comp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Paid comp (overtime)
OT meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT meal
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Sick-regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-regular
Sick-family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-family
Personal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Personal
NonComp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NonComp
Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Holiday
Floater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Floater
VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
Time Worked	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Time Worked
Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Charges
Total Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Total Time

Completion of Timesheet for M/C Employees Overtime Ineligible Employees (Generally Grade 23 & Above)

If you are required to enter **Present/Absent** on your timesheet, fill out the time entry area as follows:

1. If you were at work for all or any part of the day, click on the check box in the **Present** row. If you are only checking **Present** for the day, no other entries are required.
2. If you were absent for all or any part of the day, click on the check box in the **Absent** row. When **Absent** is checked, charges will need to be made to accruals and/or the appropriate miscellaneous leave code for the time you were absent.

If you have met the OT meal requirements, enter the number of overtime meals you are eligible for (either 1 or 2) in the **OT meal** field.

M/C employees are paid for one OT meal if they work at least:

- 3 hours OT on a regular work day; or
- 6 hours on other than a regular work day

They are paid for two OT meals if they work at least:

- 6 hours OT on a regular work day; or
- 9 hours on other than a regular work day.

	8/19	8/20	8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Present
Absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absent
OT meal	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	OT meal
Vacation	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	Vacation
Sick-regular	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	Sick-regular
Sick-family	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	Sick-family
Personal	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	Personal
NonComp	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	NonComp
Holiday	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	Holiday
Floater	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	Floater
VRWS	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	<input type="text" value=":00"/>	VRWS

Save

Leave: **Add Leave Category**

Completion of Timesheet for All Overtime Eligible and Non-M/C Overtime Ineligible Employees

If you are required to enter **Time In/Time Out** on your timesheet, fill out the time entry area as follows:

1. Click in the **Day In** field, and enter the time you started work.
2. Go to the **Lunch Out** field, and enter the time you went to lunch.
3. Go to the **Lunch In** field, and enter the time you returned from lunch.
4. Go to the **Day Out** field, and enter the time you ended work.

Enter your time as follows:

- With a colon between the hours and minutes; **OR**
- In a 4-digit format, leading with a 0 if necessary.

Therefore, 7:30 can be entered as 7:30 or 0730.

There are AM and PM defaults set for the **Day In** and **Day Out** fields. In some cases, you must override the default by entering AM or PM (lower case or upper case). From 12:00 noon to 11:59 in the evening is PM. From midnight to 11:59 in the morning is AM.

Employees should complete their timesheet on a daily basis, but should refrain from completing timesheets in advance, as this can affect the timesheet processing correctly.

Extras	8/19	8/20	8/21	8/22	8/23	8/24	8/25	8/26	8/27	8/28	8/29	8/30	8/31	9/1	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed ⚠	Thu ⚠	Fri ⚠	Sat	Sun	Mon ⚠	Tue ⚠	Wed ⚠	
Day In	8:00 AM	8:00 AM			8:00 AM	8:00 AM									Day In
Lunch Out	12:00 PM	12:00 PM			12:00 PM	12:00 PM									Lunch Out
Lunch In	12:30 PM	12:30 PM			12:30 PM	12:30 PM									Lunch In
Day Out	4:00 PM	4:00 PM			4:00 PM	4:00 PM									Day Out
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Earned Non comp
Paid comp (overtime)	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Paid comp (overtime)
OT meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT meal
Vacation	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Vacation
Sick-regular	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Sick-regular
Sick-family	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Sick-family
Personal	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Personal
NonComp	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	NonComp
Holiday	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Holiday
Floater	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Floater
VRWS	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	VRWS

Recording of Additional Times In and Out



If you leave and return to work in addition to your lunch period, click on the **Extras** button to see an expanded version of your timesheet. If you find you do not need the extra rows click the **Hide Extras** button to remove the extra rows.

After clicking **Extras**, you will find additional out/in rows but will no longer see **Lunch Out/Lunch In** rows. Think of your day chronologically, from start to finish.

You must **use AM and PM** when entering time in any Extra Out/Extra In pair. From 12:00 noon to 11:59 in the evening is PM. From midnight to 11:59 in the morning is AM.

For example, one day you began work at 8:00 AM. You had an appointment and left the office at 10:00 AM. You returned at 11:30 AM, and went to lunch from 12:30 PM to 1:00 PM. You ended the workday at 4:00 PM. To record this day properly on your time sheet, first click on the **Extras** button.

In the expanded timesheet, record as follows:

1. Click in the **Day In** field, and enter 8:00 AM.
2. Tab to the **Out** field, and enter the time you first left work. Enter 10:00 AM.
3. Tab to the **In** field, and enter the time you returned. Enter 11:30 AM.
4. There are three **Extra Out/Extra In** pairs on this screen.
 - In the first **Extra Out**, enter the time you left for lunch. Enter 12:30 PM.
 - In the first **Extra In**, enter the time you returned from lunch. Enter 1:00 PM.
5. Tab to the **Day Out** field, and enter the time you ended work. Enter 4:00 PM.

Completion of Timesheet When Working Overtime (Generally Grade 22 & Below Employees)

Earned Non-compensatory Overtime (7.50 Hour a Day Employees Only)

Enter earned overtime (hours worked in excess of 37.50 hours but below 40 hours) in the **Earned Non comp** field. For example, if you have 2 hours and 15 minutes of earned overtime, enter **2.25** in the Earned Non comp row. Overtime can only be entered in 15 minute increments.

IMPORTANT: If you are eligible for any overtime, contact your agency management or speak with your supervisor to determine if you have been approved to work overtime. Overtime must have management approval prior to being worked.

Paid Compensatory Overtime

Enter paid overtime (hours worked in excess of 40 hours) in the **Paid comp (overtime)** field. For example, if you have 1 hour and 45 minutes of paid overtime, enter **1.75** in the Paid comp (overtime) row. Overtime can only be entered in 15 minute increments.

Earned Non comp and Paid comp (overtime) rows

Timesheet

Search Approval List Timesheet Workers Comp Payments

Audit Summary Contact Info Print Print All

Supervisor: Supervisor Name Name: Employee Name Status: New Timesheet
 FY: 2014 - 15 (10/9/2014 to 10/22/2014) Vacation: 1/12/2006 Submitted Date:
 Personal: 1/12/2006 Approved Date:

Day: < Prev 10/09/2014 Next > Go Save

Holiday - 10/13/2014

Missing Time

Extras	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Day In															Day In
Lunch Out															Lunch Out
Lunch In															Lunch In
Day Out															Day Out
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Paid comp (overtime)
OT meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT meal

Over40 Compensatory Overtime

Overtime Compensation for M/C Overtime Eligible Employees:

The Over40 Comp Time Program is for Management Confidential (M/C) overtime-eligible employees who work in excess of 40 hours and choose to earn compensatory overtime at the rate of time and one-half instead of overtime pay. These M/C employees may accrue up to 240 hours of compensatory overtime for hours worked in excess of 40 hours per week. M/C employees who elect to participate must contact the BSC Time & Attendance Unit to do so. Enter the time worked in excess of 40 hours in the **Comp Over40** field. For example, if you have 2 hours and 15 minutes of Over40 Comp Time, enter **2.25** in the **Comp Over40** field. Overtime can only be entered in 15 minute increments.

Overtime Compensation for CSEA and PEF Represented Employees Participating in the Over40 Comp Time II Pilot Program:

The Over40 Comp Time II Pilot Program is for CSEA and PEF represented employees who have chosen to participate. Enter the time worked in excess of 40 hours in the **Comp Over40** field. For example, if you have 2 hours and 15 minutes of Over40 Comp Time, enter **2.25** in the **Comp Over40** field. Overtime can only be entered in 15 minute increments.

Overtime Meals

Enter the number of overtime meals you are eligible for (either 1 or 2) in the **OT meal** field.

CSEA, PEF, and M/C employees are paid for one OT meal if they work at least:

- 3 hours OT on a regular work day; or
- 6 hours on other than a regular work day

They are paid for two OT meals if they work at least:

- 6 hours OT on a regular work day; or
- 9 hours on other than a regular work day.

NYSCOPBA and Council 82 employees are paid for one OT meal if they work at least:

- 3 hours OT on a regular work day; or
- 6 hours on other than a regular work day

They are paid for two OT meals if they work at least:

- 9 hours on other than a regular work day.

State Holidays

For full time employees, State holidays are automatically recorded on your timesheet; no additional entry is necessary. You will see a reminder across the top of the time entry area.

If you are less than full time or have AWS, contact the BSC Time & Attendance Unit for instructions on recording holidays on your timesheet.

Charges Against Accruals

Enter charges against the following categories of leave accruals in 15 minute increments:

- ✓ Vacation (annual leave)
- ✓ Sick-regular
- ✓ Sick-family
- ✓ Personal
- ✓ Non-Comp
- ✓ Comp Over40 (M/C employees only)
- ✓ Holiday
- ✓ Floater

For example, if you took 7 hours and 30 minutes of vacation time, you would enter **7.50** in the vacation row for that day.

Accrual Charge rows

Timesheet

Search Approval List Timesheet Workers Comp Payments

Audit Summary Contact Info Print Print All

Supervisor: Supervisor Name Name: Employee Name Status: New Timesheet
 FY: 2014 - 15 (10/9/2014 to 10/22/2014) Vacation: 1/12/2006 Submitted Date:
 Personal: 1/12/2006 Approved Date:

Day: Select Go to Day < Prev 10/09/2014 Next > Go Save

Holiday - 10/13/2014

Missing Time															
Extras	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	
Day In															Day In
Lunch Out															Lunch Out
Lunch In															Lunch In
Day Out															Day Out
Tardy	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	Tardy
Earned Non comp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Earned Non comp
Paid comp (overtime)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Paid comp (overtime)
OT meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT meal
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Vacation
Sick-regular	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-regular
Sick-family	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Sick-family
Personal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Personal
NonComp	0	0	0	0	0	0	0	0	0	0	0	0	0	0	NonComp
Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Holiday
Floater	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Floater
VRWS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	VRWS
Time Worked	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Time Worked
Charges	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Charges
Total Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Total Time
	10/9	10/10	10/11	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	

Miscellaneous Leave

Miscellaneous leave is used to charge time to additional leave benefits, such as Jury Duty, Breast Cancer or Prostate Cancer Screening, or Training Leave with Pay. Miscellaneous leave is recorded in rows that are added to the bottom of your timesheet.

To record miscellaneous leave:

1. Click on the drop-down arrow next to **Select Leave** and select a leave code.

Leave: Select leave  Add Leave Category

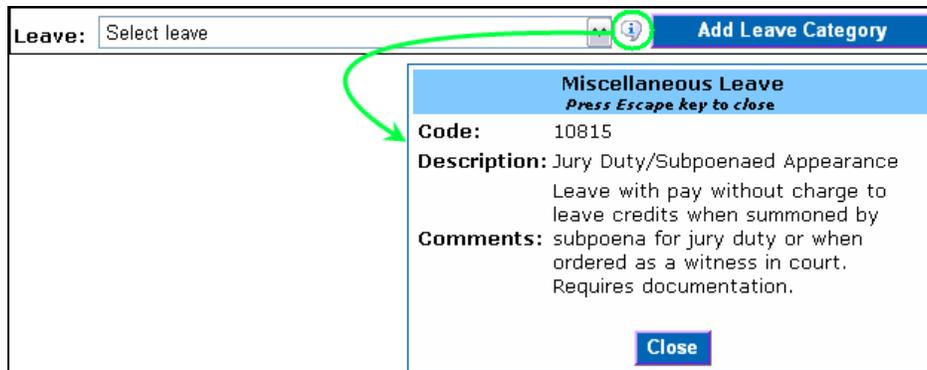
- Select leave
- BCS
 - 10804 - Breast Cancer Screening
- FLOATER
 - 10401 - Floating Hol Lv used for Sick Leave
 - 10404 - Floating Hol Lv for Workers Compensation
 - 10407 - Floating Hol Lv used for Military Leave
 - 10409 - Floating Hol for MV Accident/No Fault
- HOLIDAY
 - 10501 - Holiday Lv used for Sick Leave
 - 10504 - Holiday Lv for Workers' Compensation Lv
 - 10507 - Holiday Lv used for Military Leave
 - 10509 - Holiday Lv for MV Accident/No Fault

2. Click on the **Add Leave Category** button.
3. A miscellaneous leave row appears at the bottom of the timesheet grid. In the appropriate date column, enter the amount of time being charged. For example, if you had 7 hours and 30 minutes of jury duty, enter **7.50**.
4. Repeat this process to add any other miscellaneous leave.
5. When finished, click on **Save**.

To remove the row, click on the **Remove** button.

VRWS	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	VRWS
10815 - Jury Duty/Subpoenaed Appearance															
Time Worked	7:30	7:30	:00	:00	7:30	7:30	:00	:00	:00	:00	:00	:00	:00	:00	Time Worked

Review the list of miscellaneous leave codes to become familiar with the choices that are available. Descriptions of the code can be viewed when the information icon (i) is clicked.



Some leaves, such as Workers' Compensation, Family Medical Leave Act (FMLA), military leave, and sick leave with half pay require assistance from the BSC. Please contact the BSC Time & Attendance Unit as soon as you know this type of leave is needed.

Saving Your Timesheet

Whenever you enter data on your timesheet, **save** it by clicking on one of the **Save** buttons. **Save** buttons can be found at the top right and bottom right corners of the timesheet.



You should get in the habit of regularly saving data. If you make changes without saving them, a pop-up message warns you that unsaved changes will be lost. Simply close the pop-up message, click one of the **Save** buttons, and proceed.

Do not leave your timesheet open for extended periods of time. LATS has a "timeout" feature that automatically logs you off the system if you do not **Save** or refresh for a period of **15 minutes**. **Any entries that are made during this period will be lost.**

Saved data is not official until you actually submit your timesheet to your supervisor for approval. Entries made during a pay period can be changed up until that point.

Submission and Approval Process

Once your timesheet is complete and errors have been corrected:



- ✓ A **Submit** button will be in the lower right corner of your timesheet and the word **Submit** appears in the header.



Click on one of the **Submit** buttons to submit the timesheet to your supervisor for approval. In the pop up box, click **OK** to certify that your timesheet is correct and accurate.

I certify that this record of attendance is an accurate report of hours worked and leave used during the period. I understand that my failure to submit accurate and timely attendance and leave records may potentially result in administrative action.
Click OK to accept, otherwise click Cancel.

Your timesheet is now read-only; you may not make any changes.

- ✓ The **Status** has changed from **Unsubmitted** to **Submitted**.
- ✓ The **Save** and **Submit** buttons no longer appear. **Submit** is no longer on the header.
- ✓ A new button, **UnSubmit**, now appears and the word **UnSubmit** appears in the header.



If you realize you have made an error after you have submitted your timesheet, click the **UnSubmit** button or **UnSubmit** in the header. If the timesheet has not already been approved, it will be removed from the supervisor's work queue and returned to you. Now you can make the correction and resubmit the timesheet.

Your supervisor will review your timesheet. If it is acceptable, it will be approved. The **Status** on your timesheet will change from **Submitted** to **Approved**.

If there is a problem on your timesheet, your supervisor will send it back to you for correction. Once the problem has been corrected, you can resubmit it.

Navigating LATS

To move from field to field in LATS:

- ✓ Use the **Mouse** to click in a field;
- ✓ Press the **Tab** key to move to the next field; or
- ✓ Press and hold the **Shift** key, then press the **Tab** key to move to the previous field.

Use the **copy and paste** function to copy data in one field into another.

Press the **Delete** key to delete a selected entry.

The timesheet defaults to the current pay period.
To go to a different pay period:

- ✓ Click on the **< Prev** button or the **Next >** button to change the pay period date, and then click the **go** button; **OR**
- ✓ Click on the **calendar** icon. In the pop up box, change the month and year, then click on the day. The pop up box closes automatically. Click the **go** button.



Audit Information in LATS



While in the timesheet tab, click on **Audit** to view any balance adjustments made to your accruals by the BSC Time & Attendance Unit.

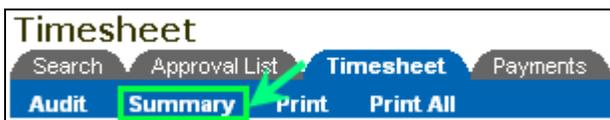
LATSnet leave & accrual tracking system PART OF CRA
HRnet

Audit for Employee Name

Pay Period	Adj Date	Category	Description	Amount	Comments
2005/21(1/12/2006 - 1/25/2006)	1/12/2006		Set Initial Balances in LATS	:00	New employee hired on 1/12/06 in PP 21 - added...

[Close](#)

Summary Information in LATS



Also while in the timesheet tab, click **Summary** to view accrual charges or the status of your timesheets for a specific fiscal year or pay period.

LATSnet leave & accrual tracking system PART OF CRA
HRnet

[Print](#)

Pay Cycle: Fiscal Year: Period:

Fiscal Year/Period	Status	Full Pay	Tardy	Vacation	Sick Regular	Sick Family	Personal	Comp Time Used	Comp Time Paid	Comp Over40	Comp Time Earned	Holiday	Floater
2010/11 (8/19/2010 - 9/1/2010)	Un-Submitted	N	0	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00

Accrual Balances and Balance Projection in LATS

There is a Balances and Earnings section located at the bottom of the timesheet that will show your current accrual balances. For each accrual category you will find:

- ✓ **Starting Balances:** Number of accrued hours at the beginning of the pay period.
- ✓ **Charges:** Number of hours charged during the pay period.
- ✓ **Earnings:** Number of hours earned during the pay period.
- ✓ **Tentative Balances:** Number of hours you have accrued at the end of the pay period. (This is labeled "tentative" because subsequent audits may cause it to change.)

Automatic adjustments to your **accruals** have been built into the system. You will not see your Sick and Vacation **Earnings** until 7 out of 10 days have been completed within the pay period. That is when they are considered earned. However, accruals are not available for use until the following pay period.

Balances and Earnings							
<u>Balance Projection</u>	Vacation	Sick	Personal	Non Comp	Holiday	Floater	VRWS
Starting Balances	:00	:00	:00	:00	:00	:00	:00
Charges	:00	:00	:00	:00	:00	:00	:00
Earnings	:00	:00	:00	:00	:00	:00	:00
Tentative Balances	:00	:00	:00	:00	:00	:00	:00

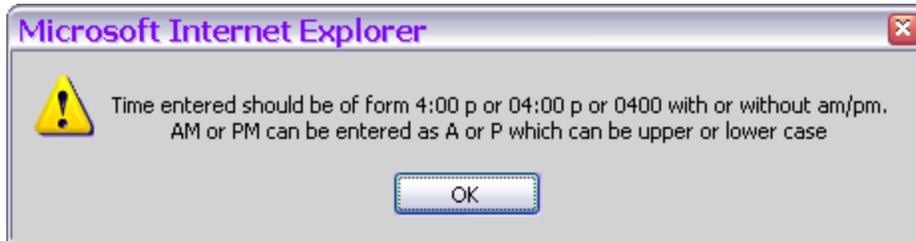
Click on **Balance Projection** to get a summary of your projected balances through a specified date.

You can also click on **Non-Comp** to get a summary of your non-comp balances for the current and previous fiscal years.

Or click **VRWS** to view a summary of your VRWS balances for the current and previous fiscal years.

Error Messages and Notices

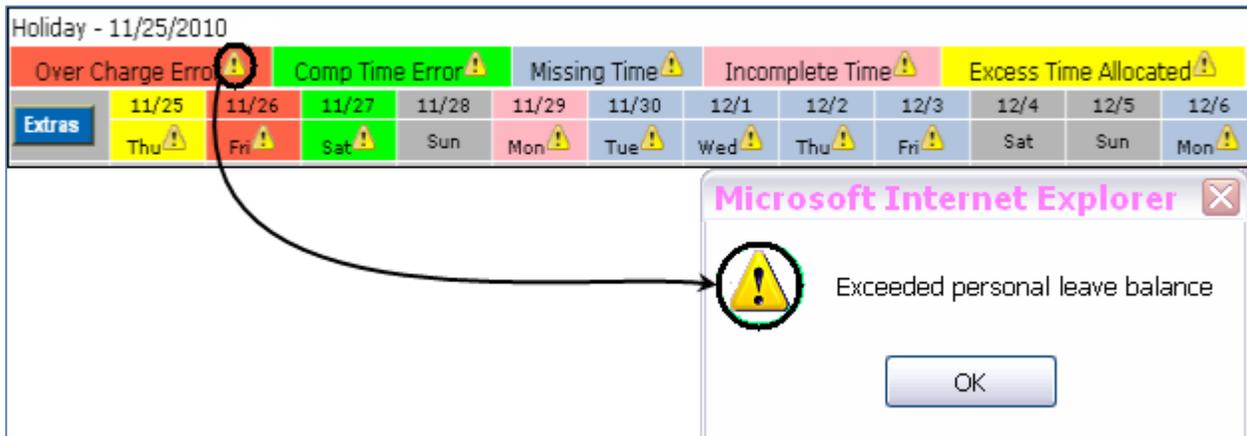
Whenever you **save** information, LATS checks it for problems. If you have made any mistakes while entering data, such as typing a semi-colon (;) instead of a colon (:) to indicate time, you will get an **error message**.



If there are any problems with your time sheet, an **error message** and **icon** will appear across the top of the time entry area. The messages are color coded; the color of the error message matches the color of the date and day at the top of each column where the error was found.

You can also press <Enter> or click on the icon next to the error message to move the cursor to the day with the first instance of the edit error. The icon will also appear on the specific day – with a tool tip indicating more information about the issue. Pressing <Enter> or clicking on the daily Icon will display a message window with the same text as the tool tip.

Correct the error and **save** the new information. If there is more than one error on the time sheet, more than one error message will appear at the same time. It may take several corrections and **saves** to fix them all. The error messages for that day will no longer appear once all errors have been corrected.



Holiday - 11/25/2010												
Over Charge Error		Comp Time Error		Missing Time		Incomplete Time		Excess Time Allocated				
Extras	11/25	11/26	11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon

You will see the **Missing Time** error message until all of the days in your pay period are entered and saved. You cannot submit your timesheet for approval until all error notices, including **Missing Time**, have been corrected.