



Information Announcement

Emergency Contact Information

April 24, 2015

Effective immediately, LATS-NY is the keeper of record for emergency contact information. Employees no longer need to fill out and submit a Personal Data Change form for emergency contact information as this will now be maintained in LATS-NY. In order to ensure that the appropriate information is on record, employees will need to follow the instructions provided below.

To update emergency contact information, login to LATS-NY using the following links:

- All agencies except ITS: <https://time01.lats.ny.gov/login.aspx?origUrl=/>
- ITS only: <https://time02.lats.ny.gov/login.aspx?origUrl=/>

Once logged into LATS-NY, navigate to the Timesheet tab, click on Contact Info, enter the emergency contact information in the Emergency Contact Information window and then click Save. To enter the emergency contact information for the secondary contact, click on the Secondary Contact tab, enter the required contact information and click Save. Please note that more detailed instructions and screenshots on this process can be found on the BSC website at <http://bsc.ogs.ny.gov/content/time-attendance>, under Time and Attendance Forms and Publications, LATS-NY Emergency Contact Information Instructions.

If you need assistance or have any questions please contact the BSC Time & Attendance Unit at (518) 457-4272 or BSCTimeAdmin@ogs.ny.gov.