



Office of  
General Services

Business  
Services Center

## Information Announcement

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# Please Enter Your Emergency Contact Information in LATS-NY by January 29<sup>th</sup>

January 21, 2015

It is important that you enter your emergency contact information in LATS-NY and update it as it changes so that your agency knows who to contact if you have an emergency at work.

Please go into LATS NY using the following links and complete your Emergency Contact information **by Friday, January 29, 2016:**

- For employees of all agencies except for ITS: <https://time01.lats.ny.gov/login.aspx?origUrl=/>
- For ITS employees: <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 instruction and screenshots on this process can be found on the BSC website at <https://bsc.ogs.ny.gov/sites/default/files/LATS-NYEmergencyContactInformationInstructions.pdf> 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](mailto:BSCTimeAdmin@ogs.ny.gov).