

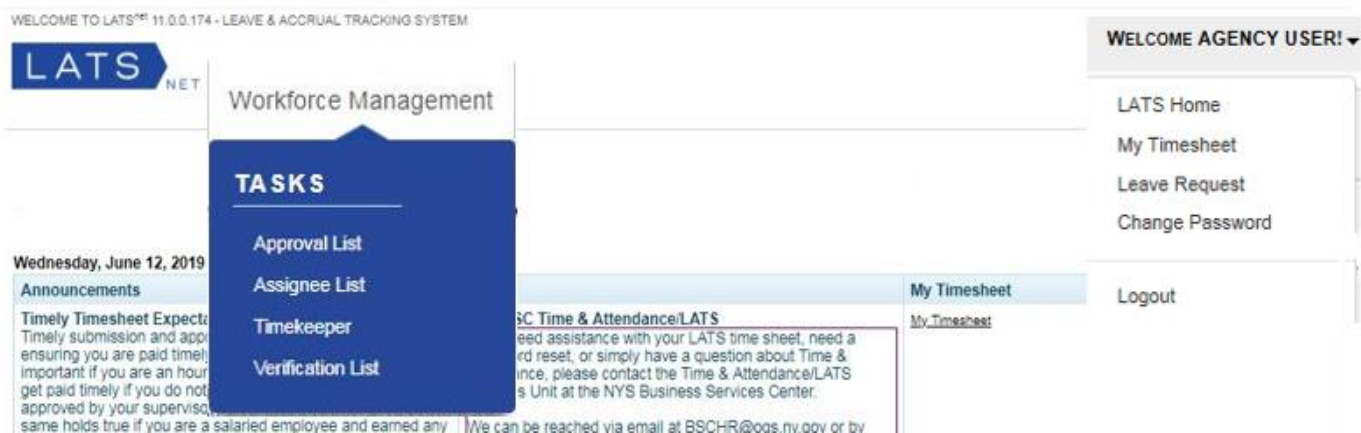


Guidelines

LATS-NY July 2019 Upgrade

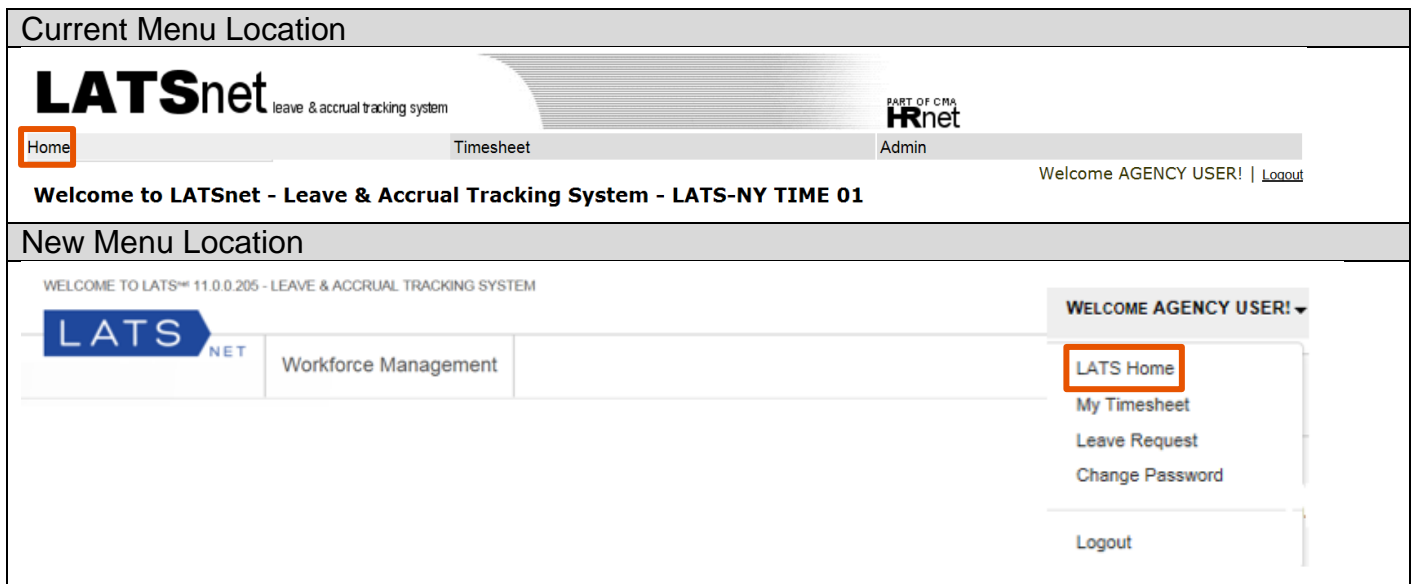
Beginning July 25, 2019, the LATS-NY System will have a new menu navigation and will provide timekeepers with the ability to search a list of assigned timesheets.

New Menu Look:



Menu Changes:

1. LATS Home



2. My Timesheet

Current Menu Location

The screenshot shows the top navigation bar of the LATSnet system. The 'Timesheet' menu item is highlighted, and a dropdown menu is visible with 'My Timesheet' selected and highlighted with a red box. Other menu items include Home, Approval List, Assignee List, Timekeeper, and Verification List. The user is logged in as 'Welcome AGENCY USER!' with a 'Logout' link.

New Menu Location

The screenshot shows the updated navigation bar. The 'My Timesheet' link is now located in the user dropdown menu, highlighted with a red box. The dropdown menu also includes 'LATS Home', 'Leave Request', and 'Change Password'.

3. Change Password

Current Menu Location

The screenshot shows the top navigation bar. The 'Change Password' menu item is highlighted and highlighted with a red box. The user is logged in as 'Welcome AGENCY USER!' with a 'Logout' link.

New Menu Location

The screenshot shows the updated navigation bar. The 'Change Password' link is now located in the user dropdown menu, highlighted with a red box. The dropdown menu also includes 'LATS Home', 'My Timesheet', and 'Leave Request'.

4. Logout

Current Menu Location

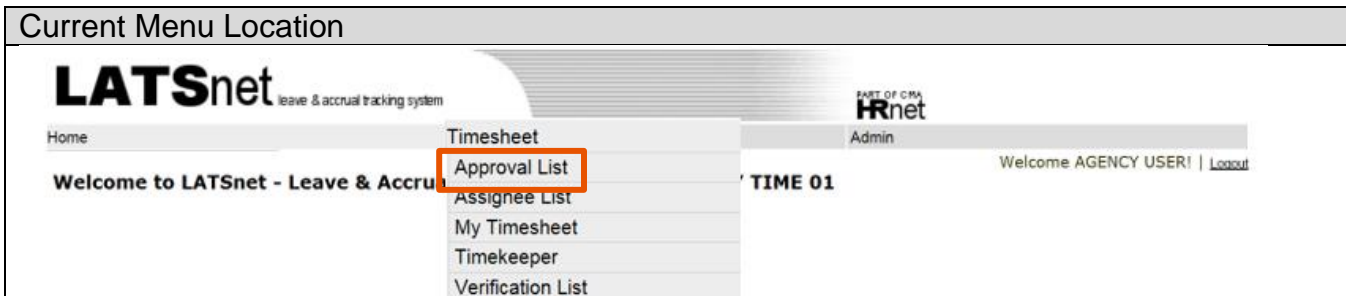
The screenshot shows the top navigation bar. The 'Logout' link is highlighted and highlighted with a red box. The user is logged in as 'Welcome AGENCY USER!'.

New Menu Location

The screenshot shows the updated navigation bar. The 'Logout' link is now located in the user dropdown menu, highlighted with a red box. The dropdown menu also includes 'LATS Home', 'My Timesheet', 'Leave Request', and 'Change Password'.

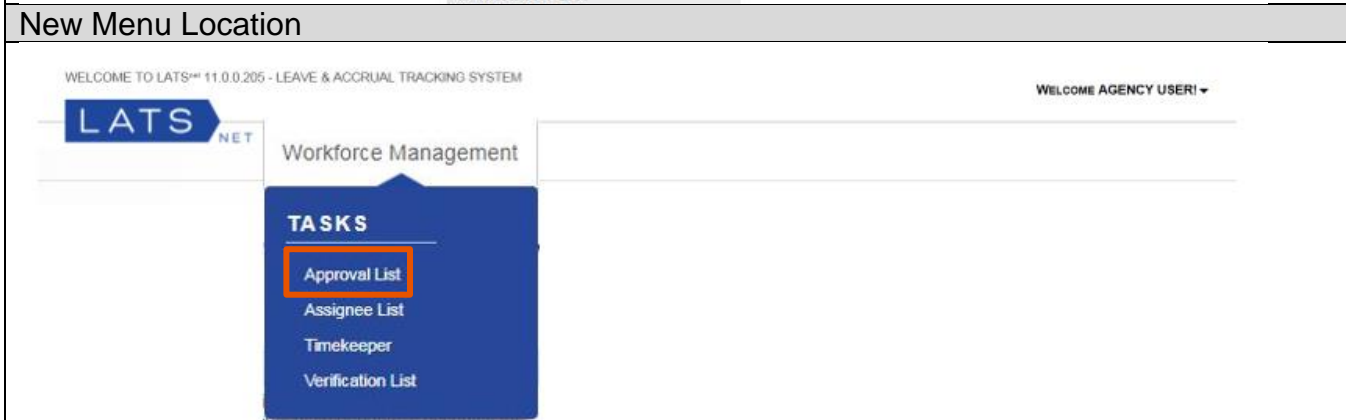
5. Approval List - only for supervisors

Current Menu Location



The screenshot shows the LATSnet interface. The top navigation bar includes 'Home', 'Timesheet', and 'Admin'. A dropdown menu is open under 'Timesheet', with 'Approval List' highlighted in red. Other options in the dropdown include 'Assignee List', 'My Timesheet', 'Timekeeper', and 'Verification List'. The page title is 'Welcome to LATSnet - Leave & Accrual Tracking System' and the user is identified as 'Welcome AGENCY USER!' with a 'Logout' link.

New Menu Location



The screenshot shows the updated LATSnet interface. The top navigation bar includes 'WELCOME TO LATS™ 11.0.0.205 - LEAVE & ACCRUAL TRACKING SYSTEM' and 'WELCOME AGENCY USER!'. A 'Workforce Management' dropdown menu is open, with a 'TASKS' sub-menu. The 'Approval List' option is highlighted in red. Other options in the 'TASKS' sub-menu include 'Assignee List', 'Timekeeper', and 'Verification List'.

Timekeeper Search:

A search function will be added to the Timekeeper tab. The search function will allow Timekeepers to search for specific employees within their list of assigned employee timesheets.

Timekeeper

Employee:

Pay Period Date:

