



Information Announcement

Excused Time on January 9, 2015 for Erie County Employees

January 15, 2015

In light of the weather conditions associated with the winter storm on Friday, January 9, 2015, State Offices in Erie County were granted an excused late arrival by the Governor's Office of Employee Relations (GOER). Non-essential employees do not have to charge credits for late arrivals on January 9, 2015. Essential employees were expected to report to work as directed by management.

Directions for completing LATS timesheets

Miscellaneous code *10810: Excused Time by GOER*, will need to be added to the timesheet dated 1/1/15 – 1/14/15 (PP21). Please note that this code will only be available to add to the timesheet through the close of business on **Wednesday, January 21, 2015**. After that date, to access the code, employees will need to contact the BSC Time and Attendance Unit at BSCTimeAdmin@ogs.ny.gov or (518) 457-4272, Option 2, then Option 2. To add the miscellaneous code to a timesheet:

1. Scroll to where it says "*Please Select a Leave*" at the bottom of the time sheet. Click on the drop down box (as shown below).

Leave: ▼ ? Add Leave Category

2. Scroll down until you find the appropriate miscellaneous code (*10810: Excused Time by GOER*), and click to select. Then click "*Add Leave Category*" (as shown below).

Leave: ▼ ? Add Leave Category

3. The miscellaneous code will now be located as a row towards the bottom of the timesheet, between the VRWS row and Time Worked row. Go to the appropriate day and fill in the amount of time being charged to the miscellaneous code (as shown below).

VRWS	:00	:00	:00	:00	:00	:00	:00
00000 – Miscellaneous Code							
	:00	:00	:00	:00	:00	:00	7:30
Time Worked	6:00	:00	:00	:00	7:30	6:30	7:30

When updating the charge, please make sure you have an amount entered in the *Excused Time by GOER* row before clicking the **SAVE** button, otherwise the *Excused Time by GOER* row will disappear and you will have to repeat these steps to add it back into your timesheet.

If you have any questions regarding this announcement, please reach out to the BSC Time & Attendance Unit at BSCTimeAdmin@ogs.ny.gov or call (518) 457-4272, Option 2, then Option 2. If you are an employee in an agency that does not receive HR services from the BSC, please contact your agency's Human Resources Office. For a list of current BSC HR customer agencies, please visit the BSC website at <http://bsc.ogs.ny.gov/content/our-customers>.