



Information Announcement

Excused Time on January 26 and 27, 2015 for Employees in Downstate Counties

January 28, 2015

In light of the weather conditions associated with Winter Storm Juno, State offices in Bronx, Dutchess, Kings, Nassau, New York, Orange, Putnam, Queens, Richmond, Rockland, Suffolk, Ulster and Westchester counties closed at 3:00 p.m. on Monday, January 26. A directed early departure for non-essential employees was granted as of that time, and employees who left due to the directed early departure do not have to charge credits. State offices in these counties were also closed on Tuesday, January 27, 2015. Non-essential employees that did not report to work due to the office closure also do not have to charge accruals. In both situations, essential employees were required 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 1/15/15 – 1/28/15 (PP22). Please note that this code will only be available to add to the timesheet through the close of business on Wednesday, February 4, 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. To add the miscellaneous code to a timesheet:

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

Leave:  

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:  

3. The miscellaneous code will now be located as a row towards the bottom of your 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 feel free to reach out to the BSC Time and Attendance Unit at BSCTimeAdmin@ogs.ny.gov or call (518) 457-4272, Option 2.