



# Guidelines

## Entering and Updating Employee Emergency Contact Information in LATS-NY

Your safety is important. In the event of a sudden illness or emergency at work, HR staff will use your “Contact Info” in LATS-NY to notify your emergency contacts. Please be sure to update this information anytime there is a change to your emergency contact information.

### To update your contact information:

1. Log into LATS-NY, click on My Timesheet, then click on “Contact Info”

2. Complete the fields for the primary contact and click “Save”

If you would like to add a secondary contact, click the “Secondary Contact” tab and fill in the information.