



Information Announcement

HCM-NY and LATS-NY are now LIVE!

March 27, 2015

The Human Capital Management system (HCM-NY) and the Leave and Accrual Tracking System (LATS-NY) are now live for the agencies currently receiving services from the Business Services Center (BSC). These systems will be utilized by the BSC to provide human resources transaction services and time and attendance services to our current customer agencies and will be available to future customer agencies as they migrate to the BSC.

HCM-NY and LATS-NY are core investments in transforming the way HR transactions are processed. Benefits of HCM-NY and LATS-NY include movement from paper based to automated processes, and a reduction in administrative costs, transaction time, and errors.

Here is what you need to know:

- HR professionals in BSC customer agencies and BSC HR employees will access HCM-NY through the New York State Human Resources Portal. The Portal will complement and serve as an extension of the BSC website and provide HR staff with easy access to information. The Portal is available through the BSC website at <http://bsc.ogs.ny.gov/> or directly at <https://hcm.ny.gov/>. Customer agency HR professionals will have access to HCM-NY beginning Monday, March 30 at 7:00 am.
- Employees in BSC customer agencies, with the exception of the Office of Information Technology Services, can access LATS-NY via <https://time01.lats.ny.gov>. Access to LATS-NY for employees of the Office of Information Technology Services can be gained via <https://time02.lats.ny.gov>.
- Employees on the Administration timesheet cycle will begin accessing LATS-NY on April 1. Employees on the Institution timesheet cycle will have access beginning April 7.

- BSC HR Operations and the Human Resources Information Technology (HRIT) Project Team are hosting a daily 9:00 am phone call beginning Monday, March 30 through Monday, April 6 to provide support to our customer agencies during the initial go-live period. This call will allow agencies to ask questions regarding HCM-NY or LATS-NY including questions about training, templates and transaction processing. Call-in information was sent on March 27 to agency HR Liaisons.

We look forward to continuing to partner with you. If you have any questions regarding HCM-NY or LATS-NY or need assistance, please contact the BSC at (518) 457-4272 between 8:30 am and 5:00 pm or any time by email at BSCHCMOps@ogs.ny.gov for HCM-NY and at BSCTimeAdmin@ogs.ny.gov for LATS-NY.