



## Job Aid

# Using the Payments Tab for Intermittent Inconvenience Pay

September 14, 2017

Intermittent inconvenience pay is additional compensation paid to an employee who is required to work four (4) or more hours between 6:00 p.m. and 6:00 a.m. as part of his/her regular work schedule. However, an employee is not eligible for Intermittent Inconvenience pay when he or she works overtime during this time frame (between 6:00 p.m. and 6:00 a.m.)

**Please note:** If an employee currently receives full inconvenience pay as part of his/her regular salary, he/she is not eligible for intermittent inconvenience pay.

Use the “Payments” tab on your LATS-NY timesheet to request intermittent inconvenience pay. To access the “Payments” tab, please do the following:

1. Select “My Timesheet” from the “Timesheet” tab or from the link on the LATS-NY homepage:



2. Click on the “Payments” tab located above your name:



Supervisor:

FY: 2017 - 6 (6/15/2017 to 6/28/2017)

Name:

Vacation: 1/28/2013

Personal: 10/10/2013

3. On the “Payments” tab:

## Payments

Search Approval List Timesheet Workers Comp TDS **Payments**  
Print

Name:

Pay Period: 2017 - 6(6/15/2017 to 6/28/2017)

<b>Payment Type:</b>	IIC : Intermittent Inconvenience-CSEA			
<b>Begin Date:</b>	Sun - 6/18/2017	<b>Begin Time:</b>	3:00 pm	
<b>End Date:</b>	Sun - 6/18/2017	<b>End Time:</b>	11:00 pm	<b>Units:</b> 1
<b>Comments:</b>				
				<b>Save</b> <b>Add to List</b> <b>Clear</b> <b>Update Row</b>

- **Payment Type:** Select the appropriate intermittent inconvenience payment code from the drop down box in the “Payment Type” field.
- **Begin Date:** Select the appropriate “Begin Date” for the start of your shift.
- **End Date:** Select the appropriate “End Date” for the end of your shift.
- **Begin Time:** Enter the “Begin Time” of your shift. Note: all time entries must be in quarter hour increments.
- **End Time:** Enter the “End Time” of the shift.
- **Units:** Enter one (1) in the “Units” field. Note: If you are a seasonal employee, enter the number of hours worked.
- **Add to List:** Click on “Add to List”. The entries will be listed at the bottom of the page. Note: Multiple entries can be made prior to saving. This happens *only* if you worked more than one (1) shift during the qualifying time frame (between 6:00 p.m. and 6:00 a.m.).
- **Save:** Click on “Save” before navigating away from the page.