



## Job Aid

# LATS-NY November Upgrade

November 29, 2018

### Task List Available on the Home Page:

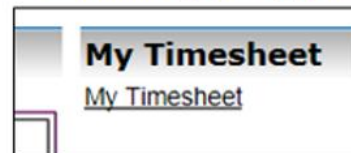
The Home page will now display *Task List* links in addition to the *My Timesheet* link. Quick links to existing pages within the system will be available in the new *Task List* and the number of tasks specific to the user will be displayed. Once tasks associated with the page link are complete, the link to the page will be removed (excluding “My Timesheet”).

Example:

An employee submits a timesheet to their supervisor. When the supervisor signs into LATS-NY and accesses the Home page, “Approve Timesheets (1)” will display under Task List. The supervisor clicks on “Approve Timesheets (1)” and is brought to the existing Approval List page. After reviewing and approving the employees’ timesheet, the supervisor returns to the Home page and the link for “Approve Timesheets” no longer displays as all “tasks” have been completed.

Type of User	Tasks Available to User
All Users	“My Timesheet”
Supervisors	“Approve Timesheets” and “Verify Payments”
Delegates	“Review Timesheets”
Timekeepers	“Timekeeper Timesheets”
TDS Timekeepers	“Update Unprocessed TDS Timesheets”

LATS-NY Home Page pre 11/7/2018



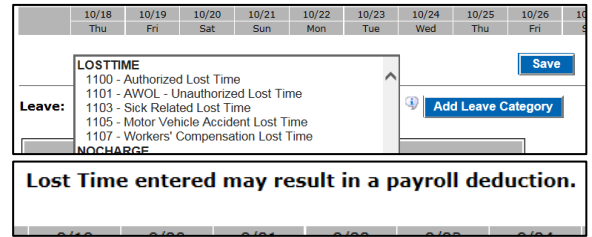
LATS-NY Home Page as of 11/7/2018



## Lost Time Warning Message:

When an employee selects a *miscellaneous leave code* associated with the *LOSTTIME* miscellaneous leave category, e.g., '1103 - Sick Related Lost Time' or '1100 - Authorized Lost Time', and clicks *Add Leave Category*, the system will present a warning message at the top of the timesheet, indicating they may not be paid for hours entered.

Employees	"Lost time entered may result in a payroll deduction"
Leave Timekeepers	"The employee may receive a payroll deduction for the time charged to LOSTTIME Miscellaneous code(s)"



## Payments Tab Redesign:

Two changes customers will notice when claiming payments on the Payments Tab:

- Users can click on the new 'Clock Widget' to produce a drop down and select a Begin and End time.
- Users can simply click "Add" to add and save the payment at the same time. Once added, the payment will display below under Payment Type and Summary.
  - A user may then click on "Edit" to make updates or, "Delete" to remove the payment.

Note: When a user navigates to the Payments tab they will see two new drop-down fields that default to "Voluntary" and "Unscheduled". These dropdown fields currently have no functionality behind them and will disappear when a selection is made for the Payment Type dropdown.

For any questions regarding the upgrade and the new LATS-NY features, please contact BSC Time & Attendance at [BSCHR@ogs.ny.gov](mailto:BSCHR@ogs.ny.gov) or (518) 457-4272.