



Business Services Center

A Division of the Office of General Services

LATS-NY Emergency Contact Information Instructions

To update emergency contact information, login to LATS-NY using the following links:

For ITS employees: <https://time02.lats.ny.gov/login.aspx?origUrl=/>

For OMH employees: <https://time03.lats.ny.gov/login.aspx?origUrl=/>

For all other employees: <https://time01.lats.ny.gov/login.aspx?origUrl=/>

Once logged into LATS-NY, go to the Timesheet tab and click on Contact Info.

Timesheet

Approval List | **Timesheet** | Workers Comp | Payments

Audit | Summary | Notes | Submit | **Contact Info** | Print | Print All

Supervisor: FY: 2016 - 22 (1/26/2017 to 2/8/2017)

Name: Vacation: 12/31/2014 Personal: 1/29/2015

Status: Un-Submitted Submitted Date: Approved Date:

Day:

In the Emergency Contact Information window enter the emergency contact information for the Primary Contact and click the Save button. Once saved the page will refresh and **Primary Emergency Contact successfully updated** will appear (in red) near the top of the window just below the Primary Contact tab.

LATSnet leave & accrual tracking system

PART OF CMAA **HRnet**

Emergency Contact Information

Primary Contact | Secondary Contact

Employee Information

Employee Name: Title: Tax Call Center

Agency: Office of General Services Division: Business Services Center

Bureau: BSC HR - Time & Attendance Section: HR - Time and Attendance

Primary Contact Information

To Be Notified:

Relationship:

Address:

Address 2:

City:

State:

Zip Code:

Business Phone: - - Ext.

Home Phone: - -

Other Phone: - -

Email Address:

To enter a secondary emergency contact, click on the Secondary Contact tab, enter the emergency contact information and click the Save button. Once saved the page will refresh and **Secondary Emergency Contact successfully updated** will appear (in red) near the top of the window just below the Primary Contact tab.

The screenshot shows the LATSnet web interface for entering emergency contact information. The page title is "LATSnet leave & accrual tracking system" and it is part of the "HRnet" system. The main heading is "Emergency Contact Information". There are two tabs: "Primary Contact" and "Secondary Contact", with the "Secondary Contact" tab selected. The form is divided into two sections: "Employee Information" and "Secondary Contact Information".

Employee Information

Employee Name:		Title:	Tax Call Center
Agency:	Office of General Services	Division:	Business Services Center
Bureau:	BSC HR - Time & Attendance	Section:	HR - Time and Attendance

Secondary Contact Information

To Be Notified:

Relationship:

Address:

Address 2:

City:

State:

Zip Code:

Business Phone: - - Ext.

Home Phone: - -

Other Phone: - -

Email Address:

Buttons: Save, Delete, Close

For assistance or questions please contact the BSC Time & Attendance Unit at (518) 457-4272 or BSCTimeAdmin@ogs.ny.gov.