



# Guidelines

## Summary Of New Payment Edit Functions in LATS-NY effective July 11, 2019

Edit checks will be used for the LATS-NY payment types listed below to prevent users from claiming payments they are not entitled to receive.

Payment Type	Logic Details	Summary of Edit Check
<b>Hazardous Duty</b>	When the payment tab entry is associated with an earnings code for Hazardous Duty: <ul style="list-style-type: none"> <li>➤ The system will validate that total hours claimed on the payment tab are equal to or less than the total hours worked (less any paid comp (overtime) hours) entered on the timesheet for the same day.</li> </ul>	Checks for hours on the timesheet
<b>Hazardous Duty OT</b>	When the payment tab entry is associated with an earnings code for Hazardous Duty Overtime: <ul style="list-style-type: none"> <li>➤ The system will validate that the employee has also recorded hours for a regular Hazardous Duty shift on the payment tab.</li> </ul>	Checks for instances when Hazardous Duty on the timesheet and hours claimed are less than, or equal to, hours of overtime claimed (excluding non-comp)
<b>Holiday Pay</b>	When the payment tab entry is associated with an earnings code for Holiday Pay: <ul style="list-style-type: none"> <li>➤ The system will validate that the hours claimed on the payment tab do not exceed the employee's normal hours for that day. (Hours per day are determined by the employee's user profile. A 7.5-hour per day employee can claim up to 7.5 hours of Holiday Pay, an 8-hour per day employee can claim only 8 hours.) The system will validate that the employee/timekeeper has indicated on the payment tab entry that the holiday shift being claimed is a scheduled shift.</li> </ul>	Checks the employee's Hours Per Day
<b>Standby Shift</b>	When payment tab entry is associated with an earnings code for Standby: <ul style="list-style-type: none"> <li>➤ The system identifies this entry on the payment tab as a regular Standby shift.</li> </ul>	This edit must be activated for the Standby OT Edit check to function.
<b>Standby OT</b>	When the payment tab entry is associated with an earnings code for Standby Overtime: <ul style="list-style-type: none"> <li>➤ The system will require that the employee has also recorded hours for a regular Standby Shift on the payment tab.</li> </ul>	Checks for hours on payments tab for Standby shift