



Information Announcement

LATS NY Update

April 9, 2015

For Employees on the Administration Timesheet Cycle

The Business Services Center (BSC) is pleased to announce that the majority of employees on the Administration timesheet cycle completed and submitted timesheets in the old LATS system by the requested date of March 31, 2015. As a result, accruals have been transferred to the new LATS NY system.

If an employee did not complete their timesheet for the pay period that ended on March 25, 2015 (or any time period prior to that), they will need to go into the old LATS system located at <https://ogslats.cma.com/login.aspx> and complete all outstanding timesheets. Please note, until these timesheets are submitted and approved, employees will not have accurate accrual totals in the new LATS NY. Once these timesheets are completed, the BSC Time and Attendance Unit will manually enter the correct accrual balances in the new system.

All timesheets from March 26, 2015 and forward should be completed in LATS NY via the link below:

- All customer agency employees of the BSC (except for ITS) can access LATS NY at <https://time01.lats.ny.gov/login.aspx?origURL=/>.
- ITS employees can access LATS NY at <https://time02.lats.ny.gov/login.aspx?origUrl=/>.

Employees should go into the new LATS NY and verify the accuracy of the information below:

- Accrual totals in the Balance and Earnings section.
- Employee Information (the Employee Information screen will pop up if you click on your name, which is underlined).
- Vacation Date and Personal Date which is under your name in the middle of the timesheet screen.
- Supervisor, which is to the left of your name on the timesheet screen.

If an employee finds any discrepancies in LATS NY, they should be reported to the BSC Time and Attendance Unit at BSCTimeAdmin@ogs.ny.gov. All reported discrepancies will be researched, and the BSC will get back to the employee.

For Employees on the Institution Timesheet Cycle

All Institution timesheets, including the timesheet that ended April 1, 2015, were to be submitted and approved by April 6, 2015. The BSC is in the process of identifying whether there were any outstanding timesheets.

All timesheets from April 2, 2015, and forward should be completed in LATS NY via the link below:

- All customer agency employees (except for ITS), can access LATS NY at <https://time01.lats.ny.gov/login.aspx?origUrl=/>.
- ITS employees can access LATS NY at <https://time02.lats.ny.gov/login.aspx?origUrl=/>.

Employees should go into the new LATS NY and verify the accuracy of the information below:

- Employee Information (the Employee Information screen will pop up if you click on your name, which is underlined).
- Vacation Date and Personal Date which is under your name in the middle of the timesheet screen.
- Supervisor, which is to the left of your name on the timesheet screen.

If an employee finds any discrepancies in LATS NY, they should be reported to the BSC Time and Attendance Unit at BSCTimeAdmin@ogs.ny.gov. All reported discrepancies will be researched, and the BSC will get back to the employee.

Please note that employee accrual balances (for Institution timesheets) are scheduled to be transferred to the new LATS NY system on the afternoon of April 10, 2015. Employees can expect to see balances by Monday, April 13, 2015. At that time, employees should review their accrual balances in the new LATS NY to verify they match the balances on their last timesheet in the old LATS system. If an employee finds any discrepancies, they should be reported to the BSC Time and Attendance Unit at BSCTimeAdmin@ogs.ny.gov. The BSC will research discrepancies and get back to employees.

If you have any questions regarding LATS NY, please feel free to reach out to the BSC Time and Attendance Unit at BSCTimeAdmin@ogs.ny.gov or (518) 457-4272.