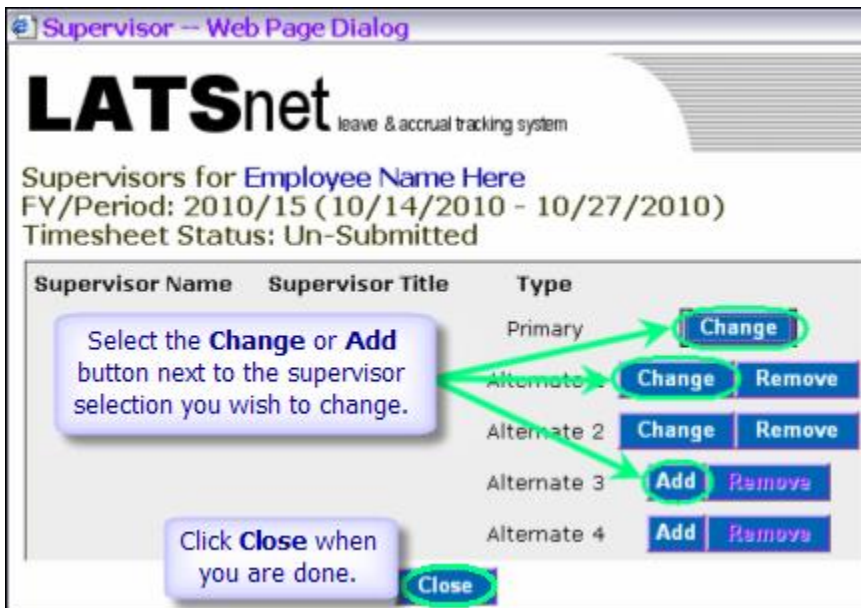


CHANGING YOUR SUPERVISOR IN LATS

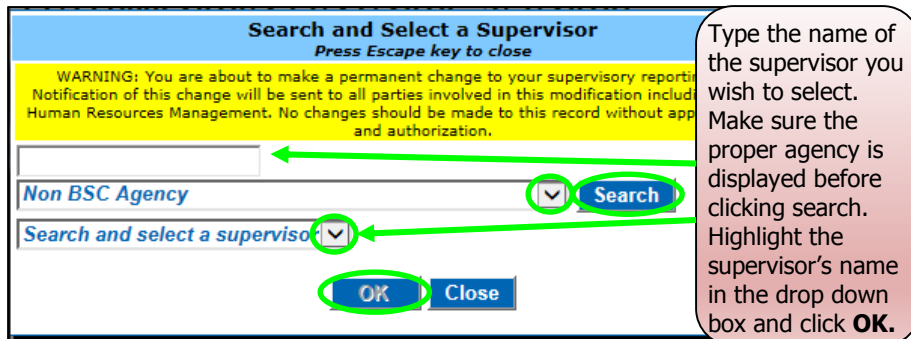


To change the supervisor on your time sheet, the time sheet must be in an "Unsubmitted" status. If the time sheet has been submitted, approved, or processed the supervisor cannot be changed.

Click on the word "Supervisor", which is located in the upper left corner of the time sheet.



A new window will pop up listing your primary and alternate supervisors. Click the word "Change" next to the supervisor you wish to change.



One more window will open. The Agency dropdown will default to your agency. If you are supervised by an employee in a different agency, please select that agency from the list. Type in the supervisor's name and click the "Search" button. The supervisor's name should appear in the drop down box. Highlight the supervisor's name, then click the "OK" button.

The supervisor's name should now be listed as either a primary or alternate supervisor.

If you wish to make any further supervisor changes, repeat the steps above. Click the "Close" button when you are finished making changes.

Please note that the employee has to change the supervisor on their own time sheet so that all subsequent time sheets are changed as well. If any future time sheets have been accessed and are no longer in a "New Timesheet" status the supervisor will not be changed automatically and the steps above will have to be repeated to update the supervisor on that specific time sheet.

If you have any questions regarding changing your supervisor in LATS, please contact the OGS Business Service Center Time & Attendance Unit at BSCTimeAdmin@ogs.ny.gov or (518) 457-4272, option 2.