

## Instructions for Entering & Updating Employee Emergency Contact Information in LATS-NY

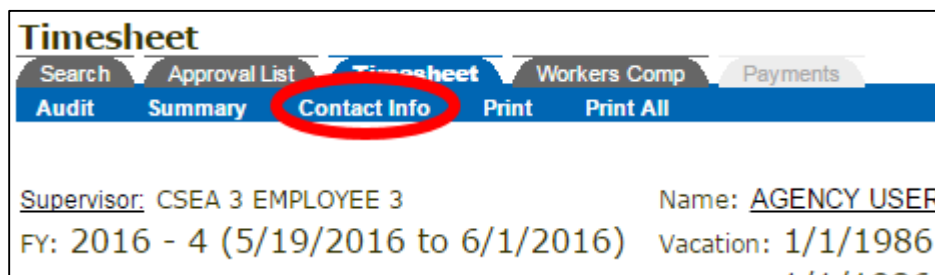
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Employee emergency contact information (who to contact if the employee has an emergency while at work) will be maintained in LATS-NY. Employees are responsible for entering their Emergency Contact information into LATS-NY.

Please go into LATS NY using the following link and complete your Emergency Contact information:

- <https://time01.lats.ny.gov/login.aspx>

When you go into your timesheet click on Contacts Info as show below.



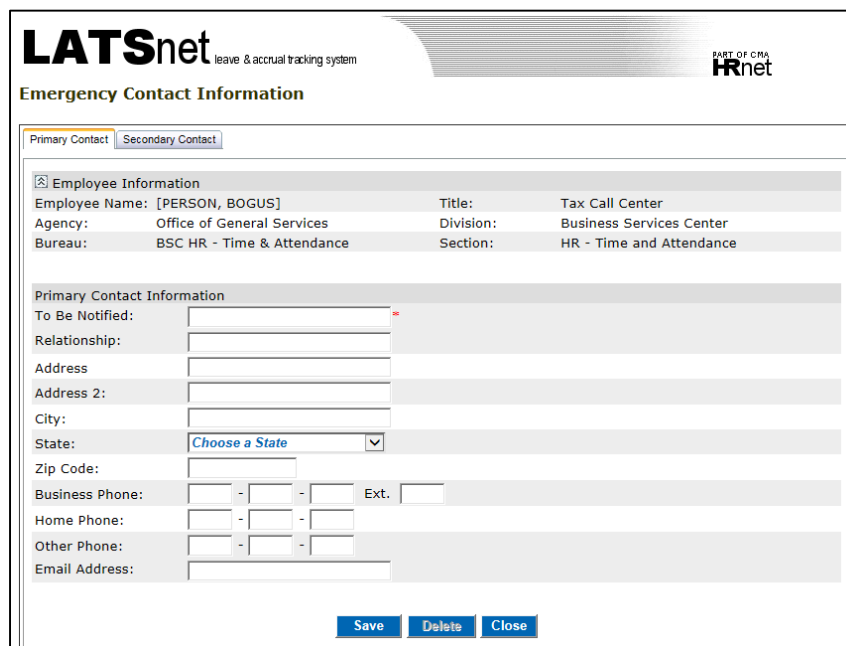
**Timesheet**

Search Approval List **Timesheet** Workers Comp Payments

Audit Summary **Contact Info** Print Print All

Supervisor: CSEA 3 EMPLOYEE 3 Name: AGENCY USER  
FY: 2016 - 4 (5/19/2016 to 6/1/2016) Vacation: 1/1/1986

Enter the Emergency Contact Information for the Primary Contact, and click the Save button. Once you click Save, it should say in red on top **Primary Emergency Contact successfully added.**



**LATSnet** leave & accrual tracking system PART OF CRA HRnet

**Emergency Contact Information**

Primary Contact Secondary Contact

Employee Information

Employee Name: [PERSON, BOGUS] 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 the Emergency Contact Information for the secondary contact, click on the Secondary Contact tab. Once completed, hit the Save button. After you click Save, it should say in red on top **Secondary Emergency Contact successfully added.**

**Emergency Contact Information**

Primary Contact | Secondary Contact

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Employee Information

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

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Secondary Contact Information

To Be Notified:

Relationship:

Address:

Address 2:

City:

State:

Zip Code:

Business Phone:  -  -  Ext.

Home Phone:  -  -

Other Phone:  -  -

Email Address:

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