



**Office of
General Services**

**Business
Services Center**

HR USER'S GROUP

March 29, 2019

Agenda

Topic	Who
Welcome	Customer Care
World Trade Center Sick Leave	GOER
Upcoming Enhancement to LATS-NY	HRIT
HCM & Salary Calculations	HCM
Quarterly Report Card Feedback	Group Discussion
Timesheet Submission Management	Group Discussion
Wrap Up & Questions and Answers	Customer Care

World Trade Center Sick Leave



Upcoming LATS-NY Enhancements



Upcoming Enhancement to LATS-NY

- Leave Request Module

- Testing of the Leave Request Module is underway. If agencies are interested in piloting the Leave Request Module, please email BSCHRIT@ogs.ny.gov.

Q. When will the leaves request module be ready? Estimated timeframe?

A. We're estimating that by August of this year the module will be ready to begin piloting by the agencies, bearing the module passing all of the testing currently taking place.

Q. Will alternate supervisors be able to approve within the Leave Request Module?

A. Yes. An alternate supervisor listed on an employee's timesheet can manage that employee's submitted Leave Request by accessing the same calendar view used for their direct reports. This calendar is available under the Approve Leave Request page and provides a supervisor with the option to check the box for 'Include Alternates'. From here a supervisor can then manage their direct and alternate reports leave requests.

- Leave Benefits Calculator

- We continue to work with the LATS-NY vendor to develop the Leave Benefit Calculator. Once the Calculator is finalized we look forward to working with agencies on training and use.

Q. How do disciplinary suspensions work with the leave benefit calculator? (Noted: Should not earn accruals while charging time)

A. When the Leave Benefit Calculator is available for agency piloting, a user will be presented with the option to indicate when an employee should not earn accruals while charging their time and reducing the accrual balances for the next pay period, (e.g., when an employee is charging accruals while on disciplinary suspension).



Upcoming Enhancement to LATS-NY

- Ability to Search Timekeeper Module
 - Future LATS-NY release, the Timekeeper page will allow for the management of employees at an agency level, resulting in fewer Transaction form submissions.
 - Timekeepers will also have the ability to search within the existing Timekeeper page by employee name or number (N#).



Agency Outreach

- Share upcoming LATS-NY and HCM enhancements
- Input on system developments
- Test prior to implementation
- Volunteers to pilot new enhancements

HCM & Salary Calculations



Quarterly Reports Discussion



Timesheet Submission Discussion



Q & A's Wrap Up



Next HR User Group

- Agenda topics can be submitted to BSCCustomerCare@ogs.ny.gov

Thank you.

