



Office of General Services
Business Services Center

Miscellaneous Payments Updates: Time and Attendance Transaction Form and Payment Audit Enhancements

September 18, 2019

Payment Audits



Miscellaneous payment overview

Time and attendance audits miscellaneous payments recorded in LATS-NY “payment tab.”

Payment types include:

- Holiday
- Standby
- Recall
- Overtime meals
- Intermittent inconvenience pay
- Summer teachers
- Pre-shift payment
- K9 (OTA)
- OTB (straight time)
- Hazardous duty pay



Miscellaneous payment overview cont'd

- Time and attendance manually audits over 100,000 timesheets annually.
- Since the start of FY2018, the return rate is approximately 3% – down from over 11% for same period in FY2016.
- The lower return rate has significantly reduced risk of employees paid incorrectly.
- Diligent supervisory review and approval can ensure accurate timesheet processing.



Streamlining our processes

Existing enhancements:

- Modifications to databases and daily reports to better identify and mitigate risks.
- Shifted resources to prioritize payments prior to payroll push.
- Edit checks in LATS-NY have automated some payment process.



Streamlining our processes cont'd

Future enhancements:

- Continue to modify and develop internal ad hoc reports with a risk-based approach to allow for additional automation.
- Additional agency reporting to assist in identifying trends and addressing discrepancies.
- Improved employee and supervisory resources (i.e., enhanced job aids, supervisory checklists, onsite or webex trainings).



Contact us

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Questions?