

Time and Attendance Request Form Instructions

I. EMPLOYEE INFORMATION

Agency Code (Required) - Enter five-digit Agency Code.

Agency Name (Required) - Enter Agency Name or Acronym.

Effective Date (Required) - Enter the Effective Date of the request.

Last Name (Required)

First Name (Required)

Middle Initial Suffix

Last 4 SSN (Required)

Employee's N# - Enter the employee's "N number," if known.

Work Location (Required) - Enter the physical work location of the employee (i.e. Building 5 State Campus Albany, NY).

Email Address - Enter the employee's work email address. If the work email address is not available yet, enter the format used by your agency for the work email address (i.e. firstname.lastname@ogs.ny.gov).

Supervisor Name (Required) - Enter full name (Last Name, Suffix, First Name, Middle Initial - i.e. Smith Jr., John A.) of the LATS supervisor.

Non-BSC State Supervisor – Select "Yes" or "No" from the drop-down box. Select "Yes" if the person is a supervisor who requires LATS access to approve an employee's timesheet, but does not belong to the same instance of LATS as the employee. In the remarks section, provide the supervisee's agency information. Otherwise, select "No." Please note: The form should be completed containing employee information for the supervisor requesting access, **not** the supervisee.

Veteran Status – Select "Yes" or "No" from the dropdown. If "Yes," please provide a copy of the DD214.

Former Reservist - Select "Yes" or "No" from the dropdown. If "Yes," please provide a copy of the DD214.

Timesheet Cycle - Select "Administration" or "Institution" from the drop-down box. In the case of an hourly employee, the timesheet cycle may be different than the employee's Pay Cycle. Please be sure to select the Timesheet Cycle the employee should be on.

Pay Basis - Select "Annual" or "Hourly" from the drop-down box.

Dynamic Percentage - Select "Yes" for the Dynamic Percentage function in LATS to be enabled, otherwise select "No." Please note that only hourly employees who are Time and Attendance eligible can be Dynamic Percent.

Negotiating Unit - Select N/U from the drop-down box: CSEA 02(ASU), CSEA 03(OSU), CSEA 04(ISU), M/C (Management Confidential), PS&T (PEF), Council 82, NYSCOPBA or other.

Overtime Eligible - Select "Yes" or "No" from the dropdown. Certain features in LATS are affected by the employee's overtime eligibility.

State Service Information – Select from the dropdown:

- Current State Employee/Transfer: Select this if the employee is a current state employee or a transfer from another state agency.
- N/A (Current Agency Employee): Select this if the form is being completed for an employee that is currently employed at your agency.
- New State Employee: Select this if the employee is new to state service or has had more than one-year break in state service (i.e. they left state service in 1996 and are being rehired in 2015).
- Preferred List/Reemployment Roster: Select this if the employee is being appointed off a preferred list or reemployment roster.
- Rehire Pending Commission Reinstatement: Select this if a Civil Service Commission Reinstatement is being requested for the employee.
- Rehire Pending Commission Reinstatement: Select this if the employee is being rehired after a less than one-year break in service (i.e. they left State service in July 2014 and are being rehired in January 2015).

Former State Agency – Required if anything other than “N/A Current Agency Employee” or “New State Employee” is selected.

II. SCHEDULE INFORMATION

Pass Days – Use a check mark to indicate which pass days the employee will have for week 1 & week 2.

Alternate Work Schedule (AWS) - AWS can be used as a function in LATS or AWS can indicate a set schedule that is outside of the normal ten-day work week (7.50 hours or 8.00 hours a day). Hourly employees inherently have the AWS function in LATS. Check the appropriate box:

- Function (Employee can adjust their schedule as needed, with supervisory approval.)
- Schedule (BSC will assign a fixed pass day(s) in LATS. All pass days must be checked in the appropriate boxes for week 1 and week 2.)
- Allow Bi Weekly Totals (Check for yes). (Bi Weekly Totals are only allowed for overtime ineligible employees. AWS Function or Schedule must be turned on in conjunction with Bi Weekly Totals).
- Cancel AWS Function (AWS will be removed from the employee's timesheet.)
- Cancel AWS Schedule (The AWS row will remain on the employee's timesheet indicating default pass days.)

Rotation Schedule – Start time of the employee's rotation

Rotation Schedule – End time of the employee's rotation

Lunch – Check box if required, enter lunch start time (12:00pm).

Clock User – Select “Yes” or “No” from the dropdown. If “Yes,” select LATS Login Clock (requires computer) or Physical Clock (requires badge ID number).

Clock User ID Card Number – Required if Physical Clock is selected. The ID Card Number is located on the back of the employee's NYS employee badge. It is the six digits following the asterisk.

Time Distribution System (TDS) Tab Required - Select “Yes” or “No” from the dropdown. Select “Yes” if the employee needs to have the TDS tab enabled on the LATS timesheet. Select “No” if they do not.

TDS Type - Select from the dropdown:

- “By Day:” Select this if the employee needs to address TDS tasks on a daily basis.
- “By Percent:” Select this if the employee needs address TDS tasks on the TDS tab based on a percentage of the time worked for the entire pay period.

Un-process For TDS Correction - Select “Yes” or “No” from the drop-down box. If “Yes,” indicate the pay period range for unprocessing.

TDS Liaison Contact – Enter full name of the TDS liaison.

III. LEAVE INFORMATION

Leave Action - Select "New," "Extension," or "Rein-Leave."

Dates Affected – Enter the "First Day of Absence" and "Anticipated Return-to-Work Date."

Type of Leave - Select one of the following leave types: (More than one box can be checked if applicable) "Child Care," "FMLA," "FMLA Family," "Worker's Compensation," "Leave Donation (Recipient/Donor)" or "Other." Use remarks section if needed.

Order to Charge/Deduct Accruals – Enter the order in which to charge the employee's accruals (Personal, Vacation, Holiday, Floater, Non-Comp, VRWS, Sick Leave, LWOP). Enter "1" for the first charge preference, "2" for the second preference and so on. Use remarks section if needed.

IV. RESTORING ACCRUALS DUE TO A WORKER'S COMPENSATION INJURY

Date of Injury – Enter the date of the accident or injury.

Accident Report Number - Enter the "Accident Report Number."

Body Part Injured – Enter the body part that was injured. Enter each body part injured if there are multiple injuries.

Restore Accruals – Enter the total of hours for each accrual type that needs to be restored.

V. B LEAVE DONATIONS

Donor's N# - Enter the donor's 8-digit "N Number."

Date of Donation – Enter the date of donation.

Number of Days Donated - Enter the total number of days to be donated.

Donated to – Enter the "N Number" of the employee who is receiving the donation.

Cross Agency Donation – Enter the Agency's name if the donation is being made to an outside agency.

VI. TIME KEEPER/DELEGATE

Employee needs a Delegate/Timekeeper – Check the appropriate box:

- a. **Delegate:** Select this box when the employee needs to be assigned a Delegate(s) who will review their timesheets and certify their accuracy prior to the Supervisor approving the timesheet.
- b. **Timekeeper:** Select this box when the employee needs to be assigned a Timekeeper(s) who will complete and submit the timesheets on behalf of the employee. **Important:** An employee's supervisor or alternate supervisors may not serve as timekeeper for the employee. Employees may not serve as timekeepers for their supervisor or alternate supervisors.

Who Will Be the Delegate/Timekeeper for the employee – Enter the full name(s) (Last Name, Suffix, First Name, Middle Initial - i.e. Smith Jr., John A.) of the Delegate(s) or Timekeeper(s) assigned to the employee.

Employee will be a Delegate/Timekeeper – Check the appropriate box:

- c. **Delegate:** Select this box when the employee will be a Delegate that will review the timesheets and certify their accuracy prior to the Supervisor approving the timesheet.

- d. **Timekeeper:** Select this box when the employee will be assigned as a Timekeeper that will complete and submit timesheets on behalf of an employee.

Note: Please email request for leaves timekeeper to BSCTimeInternal@ogs.ny.gov. See Section V if role was not previously requested for leaves timekeeper access.

Will Be Delegate/Timekeeper for the following employee – Enter name of the employee.

Is This Request Leave Related? – Select “Yes” or “No” from the drop-down box. This should only be “Yes” if there is Leaves related information completed in Section III.

Remove Delegate/Timekeeper – Check the appropriate box:

- e. **Delegate:** Select this box if a current Delegate(s) needs to be removed.
f. **Timekeeper:** Select this box if a current Timekeeper(s) needs to be removed.

Individuals to remove – Enter the full name(s) (Last Name, Suffix, First Name, Middle Initial - i.e. Smith Jr., John A.) of the Delegate(s) or Timekeeper(s) to be removed.

VII. LATS ROLES REQUIRED

LATS Roles Required – Select: “Add” or “Remove” roles

LATS Roles for – Select:

- a. “Personnel View:” View access to employee timesheets.
b. “Reports Access:” Access to LATS prebuilt reports.
c. “TDS Coordinator:” Ability to create TDS tasks and categories within LATS.
d. “Leaves Timekeeper:” Access to codes needed to manage timesheet for an employee removed from payroll (i.e. Worker’s Comp, Sick Leave Half Pay, LWOP).

LATS Roles for – Select: “Entire Agency” or “Specific Div/Bur/Sec”

- e. **Entire Agency** - allows the employee Personnel View and/or Reports Access (based on what was selected) to your entire agency. If the employee needs access to additional agencies that are hosted by your agency, indicate this in the remarks.
f. **Specific Div-Bur-Sec** - allows the employee Personnel View and/or Reports Access (based on what was selected) to a specific Division, Bureau, and/or Section in your agency. Indicate in the space provided what Division(s), Bureau(s), and/or Section(s). If indicating specific Bureau(s) and/or Section(s), the applicable Division(s) and/or Bureau(s) will also need to be included. A Division, Bureau, and Section Code or Name can be used.

LATS Roles Specific – List the needed Division(s), Bureau(s), Section(s)

VIII: REMARKS

Remarks - This space should be utilized for any special or additional information.

Approved By - (Required - agency use) - This form should only be completed by employees approved to make these types of request at your agency. The BSC should have the most updated list of who these employees are, so we can verify that the form is approved for processing.

Date Approved - (Required - agency use) – Enter date approved

Processed By - (BSC internal use)

Date Processed - (BSC internal use)