
LATS-NY COVID-19 Payment Codes for OT-Eligible Employees

May 22, 2020 revised

The following codes are available in LATS-NY for BSC customer agency overtime-eligible employees to track all time worked on COVID-19 activities and get paid for overtime worked on COVID-19 activities. Using these codes on the Payments tab will impact your pay. **If your agency has determined you are performing out of title work**, please refer to the job aid titled [LATS-NY COVID-19 Time Tracking for Extra Service, Extra Time and Overtime when Assisting Other Agencies](#).

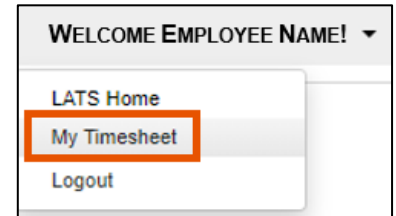
- COVID-19 Regular Hours
**Use this code to record up to 40 hours of COVID-19 activities in a single work week (Thursday through Wednesday).*
- COVID-19 Overtime Hours
Use this code to record payable overtime hours for COVID-19 activities in a single work week. This code should be used only for COVID-19 hours worked after you've met the overtime payment threshold (40 hours) in a single work week (Thursday through Wednesday). **When using this code, you must not include your time in and time out for COVID-19 related overtime on the face of your timesheet. Employees of agencies utilizing the Time Distribution System (TDS) **will** need to account for these hours on the TDS tab.*

Entering hours worked on the timesheet:

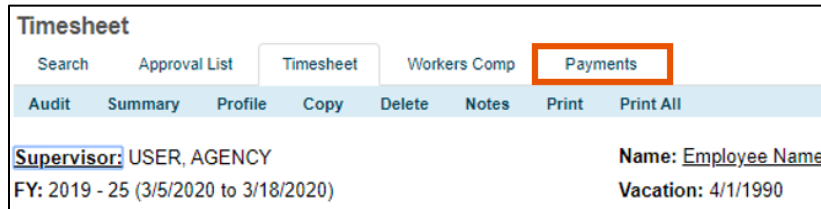
- Enter hours worked up to 40 hours each work week (Thursday through Wednesday) on the face of the timesheet, including those worked on COVID-19 activities. **Non-comp hours should be recorded on the face of the timesheet.** Additionally, enter the regular hours worked (including non-comp) on COVID-19 activities on the "Payments" tab in LATS-NY using the COVID-19 Regular Hours code.
- Enter overtime hours worked beyond 40 hours each work week (Thursday through Wednesday) on regular activities not related to COVID-19 on the face of the timesheet by entering your time in/time out each day and attributing the hours to the overtime row.
- Enter overtime hours worked (excluding non-comp) beyond 40 hours each work week (Thursday through Wednesday) on COVID-19 activities **ONLY** on the Payments tab using the COVID-19 Overtime Hours code. You must **not** enter COVID-19 overtime hours on the face of your timesheet. *****This is different than how paid overtime hours not related to COVID-19 activities are recorded*****

To Access the “Payments” tab and enter the COVID-19 activities tracking codes:

1. Select *My Timesheet* from the LATS-NY *Welcome* menu or from the link on the LATS-NY homepage.



2. Click on the *Payments* tab located above your name.



3. Enter information for the time you worked:

A screenshot of a web form titled 'Timesheet Payments'. It has tabs for 'Search', 'Approval List', 'Timesheet', 'Workers Comp', and 'Payments'. The 'Payments' tab is selected. Below the tabs, there is a header with 'Name: Employee Name', 'Pay Period: 2019 - 25(3/5/2020 to 3/18/2020)', and 'Timesheet Status: Un-Submitted'. The main form area contains several fields: 'Payment Type' (a dropdown menu with 'COVID-19 Regular Hours' selected), 'Begin Date' (3/5/2020), 'End Date' (3/5/2020), 'Begin Time' (8:00 AM), 'End Time' (12:00 PM), 'Hours' (4.00), and 'Comments' (a text input field). At the bottom right, there are 'Add' and 'Clear' buttons. Several fields are highlighted with red rectangular boxes: 'Payment Type', 'Begin Date', 'End Date', 'Begin Time', 'End Time', 'Hours', 'Comments', and 'Add'.

- **Payment Type:** Select the appropriate COVID-19 tracking code in the drop-down box.
- **Begin Date:** Select the appropriate begin date for the COVID-19 hours worked.
- **End Date:** Select the appropriate end date for the COVID-19 hours worked.
- **Begin Time:** Enter the begin time of the COVID-19 hours worked.
- **End Time:** Enter the end time of the COVID-19 hours worked.
- **Hours:** The system will calculate the number of hours worked for the selected time frame. Recorded lunch periods should not be included in the begin and end times entered. You should include multiple COVID code entries to reflect COVID activities worked on if you take breaks or work on non-COVID related work in-between the COVID activities.
- **Meals:** Enter the number of OT Meals you are eligible to claim (this field is only applicable on the Overtime Hours code)
- **Comments:** Enter a description for the COVID-19 hours worked, if required by your agency.
- **Add:** Once you are finished, click on the *Add* button and LATS-NY will save your information in the bottom section of the page.
- ***Note:** Overtime for hours worked (excluding non-comp) on COVID-19 activities should **only** be entered on the payments tab. You **must** not record the time in/time out for the

COVID-19 overtime activities on the face of your timesheet. *****This is different than how paid overtime hours not related to COVID-19 activities are recorded*****

You may edit information in your saved entries by clicking the *Edit* button, making changes and then clicking on the *Add* button. You may also use the *Delete* button to remove the entry.

Payment Type	Begin Date	Begin Time	End Date	End Time	Amount	Meals	Verified	Comments	Scheduled Holiday	Scheduled OT	OT Type	
COVID-19	03/05/2020	8:00 AM	03/05/2020	12:00 PM	4.00	N/A	N		N/A	N/A	N/A	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

The payment tab will require separate approval by the supervisor before the timesheet can be approved.

CSEA and PEF employees that have regular overtime on the face of the timesheet in addition to COVID-19 overtime will receive a pop-up window to indicate if the overtime reflected on the face of the timesheet was Voluntary or Mandatory. You should not include COVID-19 overtime hours recorded on the payments tab in this pop-up window.

Specify the type of overtime charged.

Please indicate any mandatory overtime.

	3/19	3/20	3/21	3/22	3/23	3/24	3/25	3/26	3/27	3/28	3/29	3/30	3/31	4/1
Voluntary	2.00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00
Mandatory	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00
Timesheet Total	2.00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00