
LATS-NY COVID-19 Time Tracking for Extra Service, Extra Time and Overtime when Assisting Other Agencies

May 20, 2020 revised

The following code is available in LATS-NY for BSC customer agency employees who work extra service, extra time or overtime when assisting other agencies (this may include employees who worked overtime to assist other agencies in performing critical tasks as a response to the COVID-19 health crisis).

Agencies will determine if work performed is considered out of title work and use of the code is needed. This code is only available to employees who have been identified by their agency. If you are not able to access the code in LATS-NY, and believe you should be able to, please contact your agency HR office.

Overtime eligible employees who work overtime in a qualifying position will be paid as out-of-title overtime in accordance with [Division of the Budget Bulletin G-1024](#). Overtime ineligible employees who work overtime in a qualifying position will be paid as out-of-title overtime in accordance with [Division of the Budget Bulletin H-501](#).

Overtime eligible employees who use this code on the Payments tab will impact the overtime payment related to their extra service, extra time or overtime in an agency or position other than their agency on record. Additional agency approval is needed before overtime payments will be processed for overtime ineligible employees who use this code.

- **COVID-19 OUT OF TITLE OVERTIME/EXTRA SERVICE HOURS**

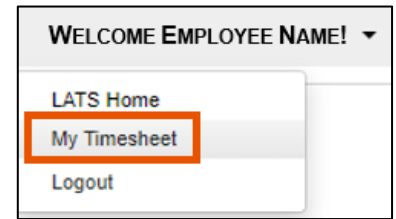
**Use this code to record extra service, extra time or overtime in an agency or position other than your agency on record (this includes paid overtime worked to assist other agencies in performing critical tasks as a response to the COVID-19 health crisis). Overtime eligible employees should record non-comp hours on the face of their timesheet in addition to using the COVID-19 Regular Hours Code on the payments tab noting in the comments out of title work was performed. Please refer to the separate job aids for information on the other COVID-19 tracking codes.*

The COVID-19 OUT OF TITLE OVERTIME/EXTRA SERVICE HOURS code is for use on the Payments Tab of timesheets ONLY. Employees who use this code should not enter the time that is covered by this code on the face of their timesheet by recording time in/time out.

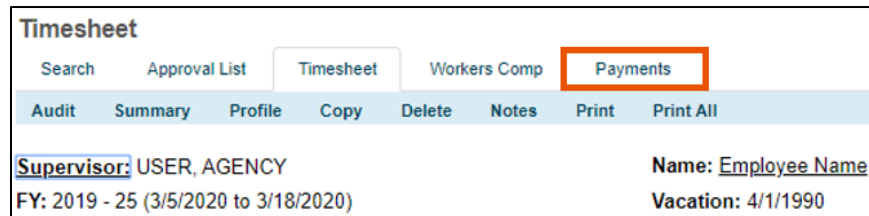
*Unless otherwise specified by your agency, employees utilizing the Time Distribution System (TDS) will **not** need to account for these hours on the TDS tab.*

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 the 'Timesheet Payments' form. At the top, there are several tabs: 'Search', 'Approval List', 'Timesheet', 'Workers Comp', and 'Payments'. The 'Payments' tab is highlighted. Below the tabs, there are three fields: 'Name: Employee Name', 'Pay Period: 2020 - 2(4/16/2020 to 4/29/2020)', and 'Timesheet Status: Un-Submitted'. Below these fields, there is a large form area. On the left side of this area, there is a vertical list of labels: 'Payment Type', 'Begin Date', 'End Date', 'Hours', and 'Comments'. The 'Payment Type' label is highlighted with a red rectangular box. To the right of this list, there is a dropdown menu for 'Payment Type' with the selected value 'COVID-19 Out of Title Overtime/Extra Service Hours'. Below the dropdown, there are two rows of date and time fields: 'Begin Date' and 'End Date' (both with calendar icons) and 'Begin Time' and 'End Time' (both with clock icons). The 'Begin Time' and 'End Time' labels are highlighted with red rectangular boxes. To the right of these fields, there is a 'Meals' field with the value '0' and a red rectangular box around it.

- **Payment Type:** Select the COVID-19 OUT OF TITLE OVERTIME/EXTRA SERVICE HOURS tracking code in the drop-down box.
- **Begin Date:** Select the appropriate begin date for the hours worked.
- **End Date:** Select the appropriate end date for the hours worked.
- **Begin Time:** Enter the begin time of the hours worked.
- **End Time:** Enter the end time of the 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.
- **Meals:** Enter the number of OT Meals you are eligible to claim (this field is only applicable on the Overtime Hours code)
- **Comments:** Enter title/grade level of out of title volunteer work or extra service. This information must be provided to you by your agency. A comment is required before the payment can be saved.
- **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:** The paid overtime (not including non comp) and extra service hours worked on COVID-19 activities should only be entered on the payments tab. The time in and time out for this time should not be entered on the face of your timesheet.

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"/>

* Each entry for COVID-19 Activities will require approval by a supervisor from your agency. You may be directed to make edits before the timesheet can be approved.

Overtime eligible 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