



Information Announcement

Juneteenth Holiday

State offices were closed on Friday, June 19, 2020 in celebration of the 155th anniversary of Juneteenth. Below are guidelines and resources for completing LATS-NY timesheets.

Non-essential employees who did not work on Juneteenth

All non-essential employees regularly scheduled to work on June 19th who did not work will receive the day off with pay. The number of hours allowed for the holiday observance will be prorated for part-time employees. Employees must enter the HOL-State Holiday Observance row in LATS-NY to account for the holiday. For instructions on how to add the HOL-State Holiday Observance row to LATS-NY timesheets, visit <http://bsc.ogs.ny.gov/holiday-pay#add-state-holiday>.

Essential employees who worked on Juneteenth

Essential employees who worked on June 19th should enter time worked on their timesheets. Employees will receive accruals for this time after their timesheet is processed.

Employees who worked less than their scheduled hours on June 19th must record the number of hours they did not work on the HOL-State Holiday Observance row in LATS-NY. For instructions on how to add the HOL-State Holiday Observance row to LATS-NY timesheets, visit <http://bsc.ogs.ny.gov/holiday-pay#add-state-holiday>.

All accrued time for Juneteenth 2020 will expire on June 19, 2021.

There is no additional holiday compensation for hours worked. Employees must not record a holiday payment on the payments tab for hours worked on June 19th.

Employees whose pass day fell on Juneteenth

Employees whose regular pass day fell on June 19th should not enter time on their timesheet. LATS-NY will grant one day of accruals for this time, which will expire on June 19, 2021. Accruals will be prorated for part-time employees after their timesheet is processed.

Employees who need help

Employees who need help completing timesheets for June 19, 2020 should contact the Business Services Center at BSCHR@ogs.ny.gov or (518) 457-4272.