



LATS-NY Emergency Contact Information Instructions

To update emergency contact information, access the LATS-NY login page associated with your agency by clicking the link below:

<https://bsc.ogs.ny.gov/access-my-lats-ny>

Updating Emergency Contact Information:

1. Once logged into LATS-NY, select My Timesheet

Welcome to LATSnet - Leave & Accrual Tracking System - LATS-NY TIME 01

Thursday, July 9, 2020

Announcements
NYS BSC Time & Attendance/LATS
If you need assistance with your LATS time sheet or simply have a question about Time & Attendance, please contact the Time & Attendance/LATS Services Unit at the NYS Business Services Center.
We can be reached via email at BSCHR@ogs.ny.gov or by phone at: 518-457-4272.

Tips
Juneteenth State Holiday
Juneteenth accruals for time worked will be available after the timesheet is processed. Please allow up to one pay period for accruals to reflect in the appropriate accrual category.

My Timesheet
My Timesheet

2. On the Timesheet tab, click on Contact Info.

Timesheet

Search Approval List Timesheet Workers Comp TDS Payments

Audit Summary Contact Info Print Print All

Supervisor: FY: 2020 - 7 (6/25/2020 to 7/8/2020)

Name: Vacation: 1/21/2016 Personal: 8/11/2016

Day:

< Prev 06/25/2020 Next > Go

Status: New Timesheet
Submitted Date:
Approved Date:

Save

3. In the Emergency Contact Information window, enter the emergency contact information for the Primary Contact and click the Save button. Once saved, the page will refresh and **Primary Emergency Contact successfully updated** will appear (in red) near the top of the window just below the Primary Contact tab.

LATS NET

Emergency Contact Information

Primary Contact Secondary Contact Office Location

Employee Information

Employee Name: Title: Business Services Center Representative
Agency: Office of General Services Division: Business Services Center
Bureau: BSC - Human Resources Section: BSC

Primary Contact Information

To Be Notified:

Relationship:

Address:

Address 2:

City:

State:

Zip Code:

Business Phone: - - Ext.

Home Phone: - -

Other Phone: - -

Email Address:

Save Delete Close

4. To enter a secondary emergency contact, click on the Secondary Contact tab, enter the emergency contact information and click the Save button. Once saved, the page will refresh and **Secondary Emergency Contact successfully updated** will appear (in red) near the top of the window just below the Primary Contact tab.

LATS NET

Emergency Contact Information

Primary Contact | **Secondary Contact** | Office Location

Employee Information

| | | | |
|----------------|----------------------------|-----------|---|
| Employee Name: | | Title: | Business Services Center Representative |
| Agency: | Office of General Services | Division: | Business Services Center |
| Bureau: | BSC - Human Resources | Section: | BSC |

Secondary Contact Information

To Be Notified:

Relationship:

Address:

Address 2:

City:

State:

Zip Code:

Business Phone: - - Ext.

Home Phone: - -

Other Phone: - -

Email Address:

For assistance or questions, please contact the BSC at (518) 457-4272 or BSCHR@ogs.ny.gov.