Completing a LATS Timesheet
For Time Worked on a State Holiday
Welcome

Completing a LATS Timesheet
For Time Worked on a State Holiday

This guide applies to all full-time employees covered by CSEA, PEF, M/C, DC 37, Council 82, and NYSCOPBA who worked on a state holiday.

Veterans working on Memorial Day or Veterans’ Day, or Former Reservists working on Independence Day should contact the BSC Time and Attendance Unit for additional information regarding their Veteran or Former Reservist holiday benefits.

You will be asked some questions in order to be guided to the applicable instructions. Check your “Employee Information” by clicking on your name which is an underlined link at the top of your LATS timesheet if you need help answering some of the questions. Follow the instructions on pages 4 and 5 to find your employee information.

Click Next to Begin
Completing a LATS Holiday Timesheet

General Information

If you are a **full-time employee** who **did not work** the holiday:
State holidays are automatically recorded on the timesheet. If a state holiday falls on a normal work day and you did not work that day, no additional entry is necessary.

If you are a **part-time employee** who is **Time and Attendance Eligible**:
You may only observe the state holiday if it falls on a day that you are regularly required to work, or actually do work, up to a maximum of a full day (7.50 or 8.00 hours). State holidays are not automatically recorded on the timesheet.

To record **State holiday time observed on your timesheet**:
- Click on the “Select Leave” drop down (above “Balances and Earnings” section).
- Go to the BOLDED Category – “NO CHARGE” - and click on misc. code – “State Holiday”.
- Click the Add Leave Category button (to the right).
- On the holiday, enter the number of hours that you are normally scheduled to work on that day.
- Click the Save button.
For **full-time employees** an **alternate work schedule** would include schedules such as:
- Compressed Work Schedule
- Voluntary Reduction in Work Schedule (VRWS)
- AWS Schedule

**If you are a full-time employee working an alternate work schedule and you:**

**Did not work the holiday:**
If a State Holiday falls on your normal work day and you are not required to work, you observe the holiday for up to 7.5 or 8 hours based on your regular schedule. If your normal schedule for that day is greater than 7.5 or 8 hours, you may need to charge additional leave accruals to satisfy your work schedule. If your normal work schedule for that day is less than 7.5 or 8 hours, you will observe the holiday for the set number of hours you were scheduled to work and receive holiday leave for the difference between your scheduled work hours and 7.5 or 8 hours.

**Did work the holiday:**
Holiday compensation (holiday pay or holiday leave) is limited to 7.5 or 8 hours based on your normal work schedule for the holiday. If your normal work day schedule is less than or equal to 7.5 or 8 hours, you may only receive holiday compensation for the hours you worked on the holiday with a maximum of 7.50 or 8 hours. If your normal schedule for that day is greater than 7.5 or 8 hours, the hours you worked beyond 7.5 or 8 hours are considered regular hours worked to meet your regular work schedule requirement. Refer to more detailed instructions for full-time employees in this guide if you worked on a holiday.

All other employees please follow this guide to find the instructions for how to find your employee information and fill out your timesheet. Click Next.
Completing a LATS Holiday Timesheet

How do I find my Employee Information?

**Step 1:**
Go to your regular LATS login page and log into your LATS account

**Step 2:**
Once logged in, click on My Timesheet
Completing a LATS Holiday Timesheet

How do I find my Employee Information?

**Step 3:**
Click on **your name** to bring up the Employee Information window.

**Step 4:**
Employee Information

1. Indicates the amount of Holiday Pay/Leave the employee is eligible to receive.
2. Indicates if the employee will receive Overtime pay for time worked.
3. Indicates the Union the employee is covered by.
4. Indicates if the employee is eligible to receive Holiday Pay (No) or Holiday Leave (Yes).
5. A Time and Attendance eligible employee is eligible to receive Holiday Pay or Leave.
Completing a LATS Holiday Timesheet

Do I have a holiday waiver?

Read charts from left to right to find the correct page for your situation

Begin Here

Yes

Did the holiday fall on a day that...

I AM regularly required to work

No

Did the holiday fall on a day that...

I AM regularly required to work

I am NOT regularly required to work

End Here

GO Page 9

GO Page 8

GO Page 11

GO Page 10
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I have a holiday waiver and I...

Worked on a holiday that I am **NOT** regularly required to work

- **I Worked**
- Inside my regular shift
- Outside my regular shift
- Both inside and outside my regular shift

**And I am**
- CSEA, DC 37, OT Eligible PEF, M/C → **GO Page 12**
- OT Ineligible PEF → **GO Page 16**
- OT Ineligible M/C → **GO Page 16**
- NYSCOPBA, Council 82, SSPU, APSU → **GO Page 24**
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I have a holiday waiver and I...

Worked on a holiday that falls on a day that I AM regularly required to work

I Worked

- Inside my regular shift
- Outside my regular shift
- Both inside and outside my regular shift

And I am...

- CSEA, DC 37, OT Eligible PEF, M/C
- OT Ineligible PEF
- OT Ineligible M/C
- NYSCOPBA, Council 82, SSPU, APSU

[Go to Page 13]
[Go to Page 13]
[Go to Page 27]
[Go to Page 25]
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I do not have a holiday waiver and I...

Worked on a holiday that falls on a day that I am NOT regularly required to work

- Inside my regular shift
  - And I am...
    - CSEA, DC 37, OT Eligible PEF, NYSCOPBA, Council 82, SSPU, APSU, M/C
      - OT Ineligible PEF
      - Page 17
    - OT Ineligible PEF
    - Page 15

- Outside my regular shift
  - And I am...
    - CSEA, DC 37, OT Eligible PEF, NYSCOPBA, Council 82, SSPU, APSU, M/C
      - OT Ineligible PEF
      - Page 22
    - OT Ineligible PEF
    - Page 15

- Both inside and outside my regular shift
  - And I am...
    - CSEA, DC 37, OT Eligible PEF, NYSCOPBA, Council 82, SSPU, APSU, M/C
      - OT Ineligible PEF
      - Page 23
    - OT Ineligible PEF
    - Page 15
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I do not have a holiday waiver and I...

Worked on a holiday that falls on a day that I AM regularly required to work

And I am...

CSEA, DC 37, OT Eligible PEF, NYSCOPBA, Council 82, SSPU, APSU, M/C

And I am...

OT Ineligible PEF

And I am...

CSEA, DC 37, OT Eligible PEF, NYSCOPBA, Council 82, SSPU, APSU, M/C

And I am...

OT Ineligible PEF

And I am...

CSEA, DC 37, OT Eligible PEF, NYSCOPBA, Council 82, SSPU, APSU, M/C

And I am...

OT Ineligible PEF
Completing a LATS Holiday Timesheet

I am... or I have...

- a full-time employee
- a Holiday Waiver
- required to work on the holiday that falls on a day that I AM regularly required to work

Follow the Instructions Below

1. Mark the pass day (check mark the AWS row) if the system has not done so automatically.
2. Go to the State Holiday Row if the system has added the row automatically.
3. Delete the hours on that day.
4. Go to the top of the timesheet and complete the Day In/Day Out boxes.
5. Because the time worked is on a pass day, you are eligible for OT (for the total of hours worked on that day) in addition to holiday leave. Fill out the earned comp rows (for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).
6. Click Save.
7. For full-time employees who are holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for the entire shift, the hours earned are automatically added as earnings under Holiday Leave in the “Balances and Earnings” section of the timesheet.
Completing a LATS Holiday Timesheet

I am... or I have...

- ✓ A full-time employee
- ✓ A Holiday Waiver
- ✓ Required to work on the holiday that falls on a day that I **AM** regularly required to work

Follow the Instructions Below

1. Go to the State Holiday row.
2. Delete the hours on that day.
3. Go to the top of the timesheet and complete the Day In/Day out boxes (Overtime Ineligible M/C or DC 37 Employees – Check the Present box).
4. Click Save.
5. For full-time employees who have holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for the entire shift, the hours earned are automatically added as Earnings under Holiday Leave in the “Balances and Earnings” section of the timesheet.
Completing a LATS Holiday Timesheet

I am... or I have...

- a full-time employee
- a Holiday Waiver
- required to work on the holiday that falls on a day that I AM regularly required to work

Follow the Instructions Below

1. Go to the State Holiday row.
2. Delete the hours on that day.
3. Go to the top of the timesheet and complete the Day In/Day out boxes (Overtime Ineligible M/C or DC 37 Employees – Check the Present box).
4. Click Save.
5. After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.
6. The number of hours worked on the State Holiday have been recorded. Click Edit if date or time changes are needed due to working an overnight shift. Edits to change the number of hours should be made on the front of the timesheet.

If your Day In time is not recorded on the day of the holiday due to an existing agency practice, you will need to manually add a payment. Click below for directions on adding a payment.

How to Manually Add a Payment
Completing a LATS Holiday Timesheet

I am... or I have...

- ✓ a full-time employee
- ❌ a Holiday Waiver
- ❌ required to work on the holiday that falls on a day that I AM regularly required to work
- ✓ overtime eligible

Follow the Instructions Below

1. Mark the pass day (check mark the AWS row) if the system has not already done so.
2. Go to the State Holiday Row if the system has added the row automatically.
3. Delete the hours on that day.
4. Go to the top of the timesheet and complete the Day In/ Day Out boxes.
5. Click Save.
6. After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.
7. The number of hours worked on the State Holiday have been recorded. Click Edit if date or time changes are needed due to working an overnight shift. Edits to change the number of hours should be made on the front of the timesheet.

If your Day In time is not recorded on the day of the holiday due to an existing agency practice, you will need to manually add a payment. Click below for directions on adding a payment.

How to Manually Add a Payment
Completing a LATS Holiday Timesheet

I am... or I have...
- ✔ a full-time employee
- ✔ a Holiday Waiver
- ✗ required to work on the holiday that falls on a day that **I AM** regularly required to work
- ✗ overtime eligible

Follow the Instructions Below

1. Mark the pass day (check mark the AWS row) if the system has not done so automatically.
2. Go to the State Holiday Row if the system has added the row automatically.
3. Delete the hours on that day.
4. Go to the top of the timesheet and complete the Day In/Day Out boxes. (OT ineligible M/C or DC 37 Employees Check the Present box).
5. Click Save.
6. For full-time employees who have holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for the entire shift, the hours earned are automatically added as earnings under Holiday Leave in the “Balances and Earnings” section of the timesheet.
Completing a LATS Holiday Timesheet

I am... or I have...

- ✔ a full-time employee
- X a Holiday Waiver
- X required to work on the holiday that falls on a day that I AM regularly required to work

Follow the Instructions Below

1. Mark the pass day (check mark the AWS row) if the system has not already done so.
2. Go to the State Holiday Row if the system has added the row automatically.
3. Delete the hours on that day.
4. Go to the top of the timesheet and complete the Day In/ Day Out boxes.
5. Because the time worked is on a pass day, the employee is eligible for OT (for the total of hours worked on that day) in addition to holiday pay. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).
6. Click Save.
7. After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.
8. The number of hours worked on the State Holiday have been recorded. Click Edit if date or time changes are needed due to working an overnight shift. Edits to change the number of hours should be made on the front of the timesheet. If your Day In time is not recorded on the day of the holiday due to an existing agency practice, you will need to manually add a payment. Click below for directions on adding a payment.

How to Manually Add a Payment
Completing a LATS Holiday Timesheet

I am... or I have...

- a full-time employee
- DID WORK on the holiday that falls on a day that I AM regularly required to work
- overtime eligible

Follow the Instructions Below

1. If the system has not already done so, select the Leave Category “HOL - State Holiday” from the drop down menu.
2. Click Add Leave Category.
3. Add the number of hours of your regular schedule to the State Holiday row (either 7.5 or 8).
4. Go to the top of the timesheet and complete the Day In/ Day Out boxes.
5. Because the time worked is outside of the normal shift (9:00am to 5:00pm), the employee is eligible for OT for the total of hours worked on that day. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).
6. Click Save.
Completing a LATS Holiday Timesheet

I am... or I have...
- a full-time employee
- a Holiday Waiver
- DID NOT WORK for a portion of the day on the holiday that falls on a day that I AM regularly required to work
- overtime eligible

Follow the Instructions Below

If the system has not already done so, select the Leave Category “HOL - State Holiday” from the drop down menu.

1. Click Add Leave Category.
2. Add the number of hours within your regular schedule that you did not work to the State Holiday row.
3. Go to the top of the timesheet and complete the Day In/Day Out boxes.
4. Because the time worked is both inside and outside the normal shift (9:00am to 5:00pm), the employee is eligible for OT for those hours outside of the shift day.
5. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).
6. Click Save.

After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.

1. The number of hours worked on the State Holiday have been recorded. Click Edit if date or time changes are needed due to working an overnight shift. Edits to change the number of hours should be made on the front of the timesheet.
2. After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.
3. If your Day In time is not recorded on the day of the holiday due to an existing agency practice, you will need to manually add a payment.
4. Click below for directions on adding a payment.

How to Manually Add a Payment
Completing a LATS Holiday Timesheet

I am... or I have...

✓ a full-time employee
✓ a Holiday Waiver
✓ DID NOT WORK for a portion of the day on the holiday that falls on a day that I AM regularly required to work
✓ overtime eligible

Follow the Instructions Below

1. If the system has not already done so, select the Leave Category “HOL - State Holiday” from the drop down menu.
2. Click Add Leave Category.
3. Add the number of hours of your regular schedule to the State Holiday row.
4. Go to the top of the timesheet and complete the Day In/ Day Out boxes.
5. Because the time worked is inside and outside of the normal shift (9:00am to 5:00pm), the employee is eligible for OT for the hours outside their normal shift. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).
6. Click Save.
7. For full-time employees who have holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for a portion of their regular schedule, will automatically receive accruals for the portion of time worked inside their shift under Holiday Leave in the “Balances and Earnings” section of the timesheet for.
Completing a LATS Holiday Timesheet

I am... or I have...

- ✓ PEF employee
- ✓ a Holiday Waiver
- ✓ required to work for a portion of my shift on a holiday that falls on a day that I AM regularly required to work
- ✓ overtime eligible

Follow the Instructions Below

1. Go to the State Holiday row.
2. Add the number of hours you observed the holiday for (did not work) to the State Holiday row.
3. Go to the top of the timesheet and complete the Day In/ Day out boxes. (M/C Employees SG-23 and above – Check the Present box).
4. Click Save.
5. After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.
6. The number of hours worked on the State Holiday have been recorded. Click Edit if date or time changes are needed due to working an overnight shift. Edits to change the number of hours should be made on the front of the timesheet.

If your Day In time is not recorded on the day of the holiday due to an existing agency practice, you will need to manually add a payment. Click below for directions on adding a payment.

How to Manually Add a Payment
Completing a LATS Holiday Timesheet

I am... or I have...

- ✔ required to work outside of my shift
- ❌ a Holiday Waiver
- ❌ required to work on a holiday that falls on a day that I AM regularly required to work
- ✔ overtime eligible

Follow the Instructions Below

1. Mark the pass day (check mark the AWS row) if the system has not already done so.
2. Go to the State Holiday Row if the system has added the row automatically.
3. Delete the hours on that day.
4. Go to the top of the timesheet and complete the Day In/Day Out boxes.
5. Because the time worked is on a pass day, the employee is eligible for OT for the total of hours worked on that day. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).
6. Click Save.

The BSC will manually credit the Balance and Earnings section of the timesheet under the Holiday accruals column based on your standard work day hours (7.5/8.0).
Completing a LATS Holiday Timesheet

I am... or I have...

- required to work both inside and outside of my shift
- a Holiday Waiver
- required to work on a holiday that falls on a day that I AM regularly required to work

Follow the Instructions Below

1. Mark the pass day (check mark the AWS row) if the system has not already done so
2. Go to the State Holiday Row if the system has added the row automatically.
3. Delete the hours on that day.
4. Go to the top of the timesheet and complete the Day In/ Day Out boxes.
5. Because the time worked is on a pass day, the employee is eligible for OT for the total of hours worked on that day. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).
6. Click Save.
7. After documenting the hours worked on the State Holiday on the timesheet, full-time employees who do not have a Holiday Waiver are eligible to receive a Holiday Payment. The Holiday Payment has been recorded on the Payments Tab. Click Payments.
8. The BSC will manually credit the Balance and Earnings section of the timesheet under the Holiday accruals column based on the portion of the holiday you observed (did not work).

If your Day In time is not recorded on the day of the holiday due to an existing agency practice, you will need to manually add a payment. Click below for directions on adding a payment.

How to Manually Add a Payment
Completing a LATS Holiday Timesheet

I am... or I have...
- a full-time employee
- a Holiday Waiver
- required to work on the holiday that falls on a day that I AM regularly required to work

Follow the Instructions Below

1. Mark the pass day (check mark the AWS row) if the system has not done so automatically.
2. Go to the State Holiday Row if the system has added the row automatically.
3. Delete the hours on that day.
4. Go to the top of the timesheet and complete the Day In/Day Out boxes.
5. Since the time worked is on a pass day, you are eligible for OT (for the total of hours worked on that day) in addition to vacation leave. Fill out the earned comp rows (for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).
6. Click Save.
7. For full-time employees who are holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for the entire shift, the hours earned are automatically added as earnings under Vacation Leave in the “Balances and Earnings” section of the timesheet.
Completing a LATS Holiday Timesheet

I am... or I have...

- ✓ a full-time employee
- ✓ a Holiday Waiver
- ✓ required to work on the holiday that falls on a day that I AM regularly required to work

Follow the Instructions Below

1. Go to the State Holiday row.
2. Delete the hours on that day.
3. Go to the top of the timesheet and complete the Day In/ Day Out boxes.
4. Click Save.
5. For full-time employees who have holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for the entire shift, the hours earned are automatically added as Earnings under Vacation Leave in the “Balances and Earnings” section of the timesheet.
Completing a LATS Holiday Timesheet

I am... or I have...

- a full-time employee
- a Holiday Waiver
- DID NOT WORK for a portion of the day on the holiday that falls on a day that I AM regularly required to work
- overtime eligible

Follow the Instructions Below

1. If the system has not already done so, select the Leave Category “HOL - State Holiday” from the drop down menu.
2. Click Add Leave Category.
3. Add the number of hours you observed the holiday for to the State Holiday row.
4. Go to the top of the timesheet and complete the Day In/ Day Out boxes.
5. Because the time worked is inside and outside of the normal shift (9:00am to 5:00pm), the employee is eligible for OT for the hours outside their normal shift. Fill out the earned comp rows (follow normal guidelines for 7.5 hour/day employees, the first 2.5 hours should be claimed as non-comp).
6. Click Save.
7. For full-time employees who have holiday pay waived (opted to earn time for holidays worked), and worked on the holiday for a portion of their regular schedule, will automatically receive accruals for the portion of time worked inside their shift under Vacation Leave in the “Balances and Earnings” section of the timesheet for.
Completing a LATS Holiday Timesheet

I am... or I have...

- a full-time M/C employee
- a Holiday Waver
- **overtime eligible**

Follow the Instructions Below

1. Go to the State Holiday row.
2. Delete the hours on that day.
3. Go to the top of the timesheet and check the Present box. If a full day, 7.5 or 8 hours was not worked, check the Absent box as well. In the State Holiday row indicate the difference in hours between what was worked and your standard hours per day.
4. Click Save.
5. For full-time employees who have holiday pay waived (opted to earn time for holidays worked), and worked on the holiday, the hours earned are automatically added as Earnings under Holiday Leave in the “Balances and Earnings” section of the timesheet.
Completing a LATS Holiday Timesheet

Supplemental Guidance for Manually Adding a Payment

If your Day In time is not recorded on the day of the holiday due to an existing agency practice:

1. Please Complete the Required Fields (marked in red above): Payment Type, Begin Date, End Date, Begin Time, and End Time.

   The Begin and End Date must be the same. The total hours will calculate automatically, but will not deduct a lunch period. Employees do not receive holiday pay for lunch periods. If a lunch break was taken, the begin or end time need to be adjusted accordingly, so total of Hours/Units does not include the lunch period.

2. Click Add.