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# LATS-NY COVID-19 Time Tracking for Extra Service, Extra Time and Out-of-Title Overtime

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The codes on the [Out-of-Title Overtime Code List](#) are available in LATS-NY for BSC customer agency employees who work extra service, extra time or out-of-title overtime (this may include employees who work overtime to assist other agencies in performing critical tasks as a response to the COVID-19 health crisis).

**Each agency will determine if work performed by their employee(s) is considered out-of-title work and if the use of the code is needed.** These codes are 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 the codes from the [Out-of-Title Overtime Code List](#) 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/position on record. Additional agency approval is needed before overtime payments will be processed for overtime ineligible employees who use these codes.

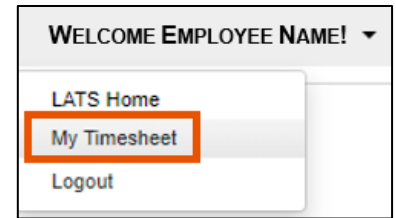
- LATS-NY COVID-19 OUT-OF-TITLE OVERTIME/EXTRA SERVICE HOURS CODES  
*\*The appropriate code should be selected from the [Out-of-Title Overtime Code List](#). The code should be used to record extra service, extra time or overtime in an agency or position other than your agency/position on record (this 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 for overtime and regular hours worked.*

**The codes on the [Out-of-Title Overtime Code List](#) are for use on the Payments Tab of timesheets ONLY. Employees who use these codes should not enter the time that is covered by these codes 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. The form has tabs for 'Search', 'Approval List', 'Timesheet', 'Workers Comp', and 'Payments'. The 'Payments' tab is active. The form displays 'Name: Employee Name', 'Pay Period: 2020 - 2(4/16/2020 to 4/29/2020)', and 'Timesheet Status: Un-Submitted'. Below this, there is a section for entering payment information. The 'Payment Type' dropdown is set to 'COVID-19 Out of Title Overtime/Extra Service Hours'. The 'Begin Date' and 'End Date' are both set to '4/16/2020'. The 'Begin Time' and 'End Time' fields are empty. The 'Hours' field is empty. The 'Meals' field is set to '0'. The 'Comments' field is empty.

- **Payment Type:** Select the appropriate LATS-NY COVID-19 Out-of-Title Overtime/Extra Service Hours tracking code in the drop-down box. Please refer to the [Out-of-Title Overtime Code List](#).
- **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 before they can be processed for payment. 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