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# LATS-NY COVID-19 Time Tracking for OT-Ineligible Employees who are In/Out LATS-NY Users

April 19, 2021 revised

The following codes are available in LATS-NY for BSC customer agency overtime-ineligible employees to track time worked on COVID-19 activities. Employees should use these codes in conjunction with completing timesheets to be considered for receiving overtime payment for hours worked in excess of 47.50 in a single work week (Thursday through Wednesday) on COVID-19 activities, if eligible as described in Division of the Budget Bulletin H-0501. All overtime payments for overtime-ineligible employees must be authorized by your agency before payments will be made. **If your agency has determined you are performing out of title work**, please refer to the job aid titled [LATS-NY COVID-19 Time Tracking for Extra Service, Extra Time and Out-of-Title Overtime](#).

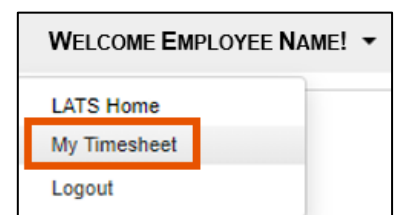
- COVID--19 Regular Hours  
*\*Use this code to record up to 47.5 hours of COVID-19 activities not related to the COVID Vaccine hotline in a single work week (Thursday through Wednesday).*
- Regular Hours COVID Vaccine Hotline  
*\*Use this code to record up to 47.5 hours of COVID-19 Vaccine hotline activities in a single work week (Thursday through Wednesday).*
- COVID--19 Overtime Hours  
*\*Use this code to record COVID-19-activity-hours exceeding 47.50 work hours in a single work week (Thursday through Wednesday).*

## Overtime Ineligible Employees Completing In/Out Timesheets

Employees should enter all hours worked on the face of their timesheets, including those worked on all COVID-19 activities. Additionally, employees should enter the hours worked on COVID-19 activities on the “Payments” tab in LATS-NY using applicable codes listed above. All hours entered on the timesheet will need to be accounted for on the TDS tab for employees of agencies utilizing the Time Distribution System. Hours entered on the “Payments” tab for overtime ineligible employees are duplicative of hours entered on the face of the timesheet; therefore, no additional accounting for “Payments” tab entries are required 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.

The screenshot shows the 'Timesheet' application interface. At the top, there are tabs for 'Search', 'Approval List', 'Timesheet', 'Workers Comp', and 'Payments'. The 'Payments' tab is highlighted with an orange box. Below the tabs, there are buttons for 'Audit', 'Summary', 'Profile', 'Copy', 'Delete', 'Notes', 'Print', and 'Print All'. The main content area displays 'Supervisor: USER, AGENCY' and 'Name: Employee Name'. Below that, it shows 'FY: 2019 - 25 (3/5/2020 to 3/18/2020)' and 'Vacation: 4/1/1990'.

3. Enter information for the time your worked:

The screenshot shows the 'Timesheet Payments' form. At the top, there are tabs for 'Search', 'Approval List', 'Timesheet', 'Workers Comp', and 'Payments'. The 'Payments' tab is highlighted. Below the tabs, there are fields for 'Name: Employee Name', 'Pay Period: 2019 - 25(3/5/2020 to 3/18/2020)', and 'Timesheet Status: Un-Submitted'. The main form area has several fields: 'Payment Type' (a dropdown menu with 'COVID-19 Regular Hours' selected), 'Begin Date' (3/5/2020), 'End Date' (3/5/2020), 'Begin Time' (8:00 AM), 'End Time' (12:00 PM), 'Hours' (4.00), and 'Comments'. The 'Add' button is highlighted with an orange box.

- **Payment Type:** Select the appropriate COVID-19 tracking code in the drop-down box.
- **Begin Date:** Select the appropriate begin date for the COVID-19 hours worked.
- **End Date:** Select the appropriate end date for the COVID-19 hours worked.
- **Begin Time:** Enter the begin time of the COVID-19 hours worked.
- **End Time:** Enter the end time of the COVID-19 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. You should include multiple COVID code entries to reflect COVID activities worked on if you take breaks or work on non-COVID related work in-between the COVID activities.
- **Comments:** Enter a description for the COVID-19 hours worked, if required by your agency.
- **Add:** Once you are finished, click on the *Add* button and LATS-NY will save your information in the bottom section of the page.

The time you record on the payments tab should not exceed the time you recorded as worked on the timesheet. If you work exclusively on COVID-19 activities, the total time should match.

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="X 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.