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# LATS-NY COVID-19 Time Tracking for OT-Ineligible Employees who are Present/Absent 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. Present/Absent LATS-NY timesheet users must use these codes to track all time worked for both COVID-19 related activities and non-COVID-19 related 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](#).

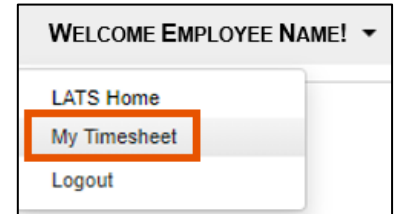
- COVID--19 Regular Hours  
*\*Use this code to record up to 47.5 hours of COVID-19 activities not related to the COVID Vaccine hotline in a single work week. (Thursday through Wednesday). Employees of agencies utilizing the Time Distribution System (TDS) will **not** need to account for these hours on the TDS tab.*
- 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). Employees of agencies utilizing the Time Distribution System (TDS) will **not** need to account for these hours on the TDS tab.*
- 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). Employees of agencies utilizing the Time Distribution System (TDS) will **not** need to account for these hours on the TDS tab.*
- Regular Hours Worked  
*\*If you record your time on your timesheet as present/absent, use this code to record the hours worked during the first 47.5 hours in a single work week on non-COVID-19 activities. If you do not record your time on your timesheet as present/absent, do not use this code. Employees of agencies utilizing the Time Distribution System (TDS) will **not** need to account for these hours on the TDS tab.*

## Overtime Ineligible Employees Completing Present/Absent Timesheets

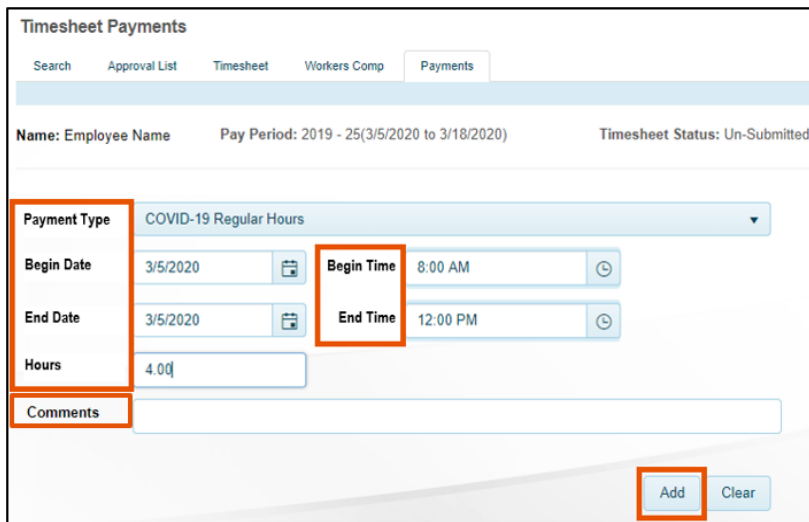
Employees should mark present on their timesheets in LATS-NY for each day they worked, including days worked on COVID-19 activities. Additionally, employees should enter all hours worked on the “Payments” tab using the codes above.

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.

A screenshot of the 'Timesheet' interface. At the top, there are several tabs: 'Search', 'Approval List', 'Timesheet', 'Workers Comp', and 'Payments'. The 'Payments' tab is highlighted with a red rectangular box. Below the tabs, there are several action buttons: 'Audit', 'Summary', 'Profile', 'Copy', 'Delete', 'Notes', 'Print', and 'Print All'. At the bottom, there are two fields: 'Supervisor: USER, AGENCY' and 'Name: Employee Name'. Below these, there are two more fields: 'FY: 2019 - 25 (3/5/2020 to 3/18/2020)' and 'Vacation: 4/1/1990'.

3. Enter information for the time your worked:

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

- **Payment Type:** Select the appropriate COVID-19 tracking code in the drop-down box if hours worked were on COVID-19 activities. If hours worked were not on COVID-19 activities select the *Regular Hours Worked* tracking code.
- **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.

- **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.

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. You may be directed to make edits before the timesheet can be approved.