LATS-NY COVID-19 Time Tracking for OT-Ineligible Employees who are Present/Absent LATS-NY Users

September 10, 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*
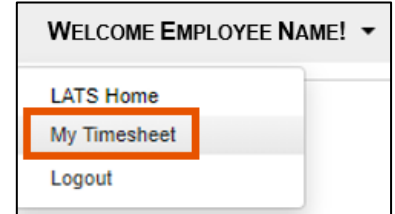
- COVID--19 Regular Hours
  Use this code to record up to 47.5 hours of COVID-19 activities not related to the COVID Vaccine hotline in a single work week (Thursday through Wednesday).
  Unless otherwise specified by your agency, employees utilizing the Time Distribution System (TDS) will not need to account for these hours on the TDS tab.

- 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).
  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.

- 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).
  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.

- 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.*
  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.

Overtime Ineligible Employees Completing Present/Absent Timesheets
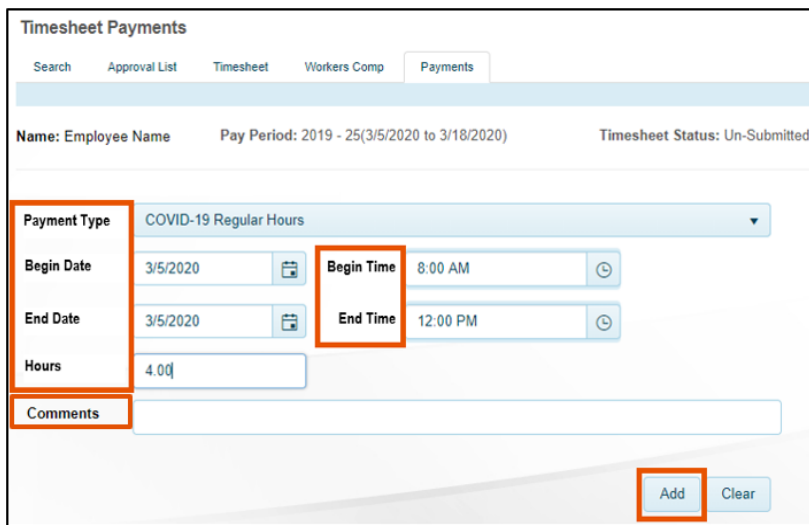
Employees should mark present on their timesheets in LATS-NY for each day they worked, including days worked on COVID-19 activities. Additionally, employees should enter all hours worked on the "Payments" tab using the codes above.

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.

3. Enter information for the time your worked:

- **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	✎ Edit ✕ 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.