
LATS-NY Emergency Rental Assistance Program (ERAP) Time Tracking for OT-Eligible Employees

September 20, 2021 *revised*

Codes are available for BSC customer agency overtime-eligible employees to track all time worked on Emergency Rental Assistance Program (ERAP) activities (please refer to the [ERAP Payment Code List](#)). Overtime eligible employees who also work ERAP overtime in a qualifying position will be paid as out-of-title overtime in accordance with Division of the Budget Bulletin G-1024. Using these codes on the Payments tab will impact your pay.

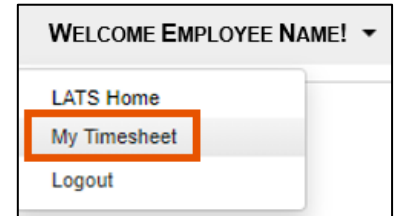
- ERAP Regular Hours
** The appropriate code should be selected from the [ERAP Payment Code List](#). Use this code to record up to 37.50 hours (7.5-hour employees) / 40.00 hours (8.0-hour employees) of ERAP activities in a single work week (Thursday through Wednesday).*
- ERAP Non-comp Hours
** The appropriate code should be selected from the [ERAP Payment Code List](#). Use this code to record up to Non-comp hours (7.5-hour employees), between 37.50 and 40 hours, of ERAP activities in a single work week (Thursday through Wednesday).*
- ERAP Overtime Hours
** The appropriate code should be selected from the [ERAP Payment Code List](#). Use this code to record payable overtime hours for ERAP activities in a single work week. This code should be used only for ERAP hours worked after you've met the overtime payment threshold (40 hours) in a single work week (Thursday through Wednesday). **When using this code, you must not include your time in and time out for ERAP related overtime on the face of your timesheet.***

Entering hours worked on the timesheet:

- Enter hours worked up to 40 hours each work week (Thursday through Wednesday) on the face of the timesheet, including those worked on all ERAP activities. **Non-comp hours should be recorded on the face of the timesheet.** Additionally, enter the regular hours and Non-comp hours worked on ERAP activities on the "Payments" tab in LATS-NY using the appropriate ERAP regular and Non-comp hours codes.
- Enter overtime hours worked beyond 40 hours each work week (Thursday through Wednesday) on regular activities not related to ERAP on the face of the timesheet by entering your time in/time out each day and attributing the hours to the overtime row.
- Enter overtime hours worked (excluding non-comp) beyond 40 hours each work week (Thursday through Wednesday) on ERAP activities **ONLY** on the Payments tab using the ERAP Overtime Hours code. You must **not** enter ERAP overtime hours on the face of your timesheet. *****This is different than how paid overtime hours not related to ERAP activities are recorded*****

To Access the “Payments” tab and enter the ERAP 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 a form for entering ERAP tracking information. At the top, it shows 'Name: Employee Name', 'Pay Period: 2021 - 10(8/5/2021 to 8/18/2021)', and 'Timesheet Status: Un-Submitted'. The main form has several fields: 'Payment Type' (a dropdown menu with 'ERAP Program Eligibility Staff_SG14_REG HOURS' selected), 'Begin Date' (8/5/2021), 'End Date' (8/5/2021), 'Begin Time' (empty), 'End Time' (empty), 'Hours' (empty), and 'Comments' (empty). There are 'Add' and 'Clear' buttons at the bottom right. Several fields are highlighted with orange boxes: 'Payment Type', 'Begin Date', 'End Date', 'Begin Time', 'End Time', and 'Comments'.

- **Payment Type:** Select the appropriate ERAP tracking code in the drop-down box.
- **Begin Date:** Select the appropriate begin date for the ERAP hours worked.
- **End Date:** Select the appropriate end date for the ERAP hours worked.
- **Begin Time:** Enter the begin time of the ERAP hours worked.
- **End Time:** Enter the end time of the ERAP 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 ERAP code entries to reflect ERAP activities worked on if you take breaks or work on non- ERAP related work in-between the ERAP activities.
- **Meals:** Enter the number of OT Meals you are eligible to claim (this field is only applicable on the Overtime Hours code)
- **Comments:** Enter a description for the ERAP hours worked.
- **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:** Overtime for hours worked (excluding non-comp) on ERAP activities should **only** be entered on the payments tab. You **must** not record the time in/time out for the ERAP overtime activities on the face of your timesheet. *****This is different than how paid overtime hours not related to ERAP activities are recorded*****

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	Editable
ERAP_ERA14	08/05/2021	8:30 AM	08/05/2021	2:00 PM	7.50	N/A	N	Comment	N/A	N/A	N/A	<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

The payment tab will require separate approval by the supervisor before the timesheet can be approved.

CSEA and PEF employees that have regular overtime on the face of the timesheet in addition to ERAP 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 ERAP 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