
LATS-NY Emergency Rental Assistance Program (ERAP) Time Tracking for OT-Ineligible Employees who are In/Out LATS-NY Users

September 20, 2021 *revised*

Codes are available in LATS-NY for BSC customer agency overtime-ineligible employees to track time worked on ERAP activities (please refer to the [ERAP Payment Code List](#)). Using these codes on the Payments tab will impact your pay.

Employees using these codes in conjunction with completing timesheets may also be considered for receiving out-of-title overtime payment for hours worked on ERAP activities in excess of 47.50 in a single work week (Thursday through Wednesday). 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. Additional agency approval is needed before overtime payments will be processed for overtime ineligible employees who use these codes.

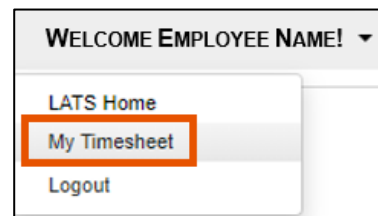
- ERAP Regular Hours
** The appropriate code should be selected from the [ERAP Payment Code List](#). Use this code to record up to 37.50 hours (7.5-hour employees) / 40.00 hours (8.0-hour employees) of ERAP activities in a single work week (Thursday through Wednesday).*
- ERAP Excess Hours
** The appropriate code should be selected from the [ERAP Payment Code List](#). Use this code to record between 37.50 hours (7.5-hour employees) / 40.00 hours (8.0-hour employees) up to 47.5 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 ERAP 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 ERAP activities. Additionally, employees should enter the hours worked on ERAP activities on the “Payments” tab in LATS-NY using applicable codes listed above. 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 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 your worked:

A screenshot of the ERAP hours entry form. At the top, there are three fields: 'Name: Employee Name', 'Pay Period: 2021 - 10(8/5/2021 to 8/18/2021)', and 'Timesheet Status: Un-Submitted'. Below these, there is a large dropdown menu for 'Payment Type' with the selected value 'ERAP Program Eligibility Staff_SG14_REG HOURS'. Below the dropdown, there are four input fields: 'Begin Date' (8/5/2021), 'End Date' (8/5/2021), 'Begin Time', and 'End Time'. The 'Begin Date', 'End Date', 'Begin Time', and 'End Time' fields are highlighted with red rectangular boxes. Below these, there are two input fields: 'Hours' and 'Comments'. At the bottom right, there are two buttons: 'Add' and 'Clear'.

- **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.
- **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.

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 ERAP 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	Editable
ERAP_ERA14	08/05/2021	8:30 AM	09/05/2021	2:00 PM	7.50	N/A	N	Comment	N/A	N/A	N/A	

* Each entry for ERAP Activities will require approval by a supervisor from your agency. You may be directed to make edits before the timesheet can be approved.