
LATS-NY Emergency Rental Assistance Program (ERAP) Time Tracking for OT-Ineligible Employees who are Present/Absent 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 Emergency Rental Assistance Program (ERAP) activities (please refer to the [ERAP Payment Code List](#)). Present/Absent LATS-NY timesheet users must use these codes to track all time worked for both ERAP related activities and non-ERAP related activities. 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.

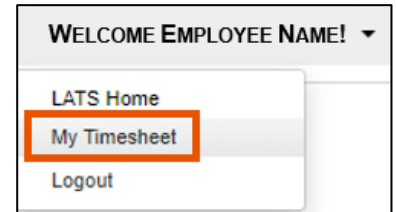
- ERAP Regular Hours
** The appropriate code should be selected from the [ERAP Payment Code List](#). Use this code to record up to 37.50 hours (7.5-hour employees) / 40.00 hours (8.0-hour employees) of ERAP activities in a single work week (Thursday through Wednesday).*
- ERAP Excess Hours
** The appropriate 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).*
- 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-ERAP activities. If you do not record your time on your timesheet as present/absent, do not use this code.*

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 ERAP activities. Additionally, employees should enter all hours worked on the “Payments” tab using the codes above.

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:

- **Payment Type:** Select the appropriate ERAP tracking code in the drop-down box if hours worked were on ERAP activities. If hours worked were not on ERAP 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 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.

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 |  |

* 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.