



# Information Announcement

## LATS-NY January 2022 Upgrade

January 6<sup>th</sup>, 2022

### Timesheet Navigation

The Next/Previous function at the top of the timesheet has changed. On the new timesheet, the functionality is streamlined and there is not a Go button. Clicking Next will advance to the next pay period right away (and vice versa for Previous). To advance (or regress) multiple pay periods, you can click the desired date from the calendar and LATS will move to the timesheet for that date.

Supervisor: AGENCY USER  
 FY: 2021 - 20 (12/23/2021 - 01/05/2022)

Name: [Employee Name](#)  
 Vacation: 04/01/1990  
 Personal: 04/01/1990

Status: New Timesheet  
 Submitted Date:  
 Approved Date:

Day:

< Prev 12/23/2021 Next >

Save

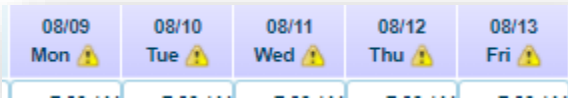
### Balances and Earnings

Categories in the Balances grid are displayed as rows, instead of columns, and the order is different.

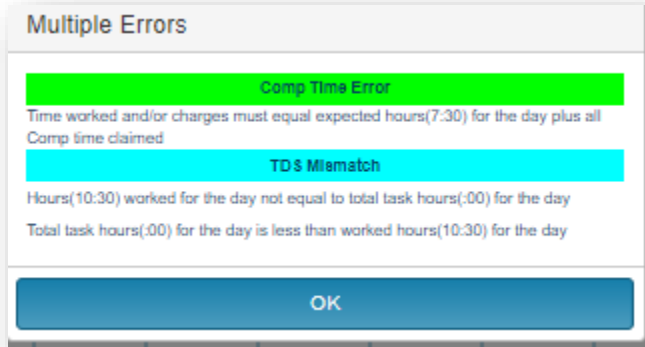
| Balances and Earnings     |                   |         |          |                    |
|---------------------------|-------------------|---------|----------|--------------------|
| <u>Balance Projection</u> | Starting Balances | Charges | Earnings | Tentative Balances |
| <u>Non Comp</u>           | 7.50              | 0       | 0        | 7.50               |
| <u>Floater</u>            | 14.00             | 0       | 0        | 14.00              |
| <u>Holiday</u>            | 15.00             | 0       | 0        | 15.00              |
| <u>Personal</u>           | 7.50              | 0       | 0        | 7.50               |
| <u>Sick</u>               | 1363.00           | 0       | 3.75     | 1366.75            |
| <u>Vacation</u>           | 317.25            | 0       | 5.75     | 323.00             |
| <u>VRWS</u>               | 0                 | 0       | 0        | 0                  |

## Timesheet Errors

Previously, only one error could be displayed per day on the timesheet. Now, if there is more than one error on a day, it will be highlighted with a light purple color and clicking the yield sign will trigger a pop-up showing all the errors.



|              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|
| 08/09<br>Mon | 08/10<br>Tue | 08/11<br>Wed | 08/12<br>Thu | 08/13<br>Fri |
|--------------|--------------|--------------|--------------|--------------|



**Multiple Errors**

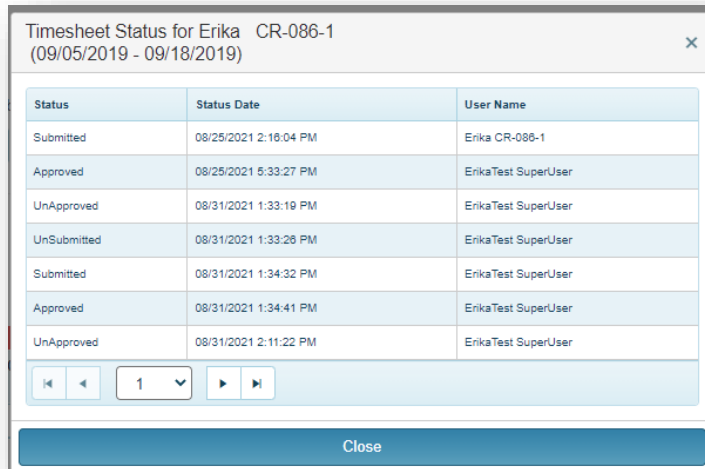
**Comp Time Error**  
Time worked and/or charges must equal expected hours(7:30) for the day plus all Comp time claimed

**TD \$ Mismatch**  
Hours(10:30) worked for the day not equal to total task hours(:00) for the day  
Total task hours(:00) for the day is less than worked hours(10:30) for the day

OK

## Timesheet Status Link

The timesheet status has been reorganized. If there is an extensive history of changes, they may be displayed across multiple pages.



Timesheet Status for Erika CR-086-1  
(09/05/2019 - 09/18/2019)

| Status      | Status Date           | User Name           |
|-------------|-----------------------|---------------------|
| Submitted   | 08/25/2021 2:18:04 PM | Erika CR-086-1      |
| Approved    | 08/25/2021 5:33:27 PM | ErikaTest SuperUser |
| UnApproved  | 08/31/2021 1:33:19 PM | ErikaTest SuperUser |
| UnSubmitted | 08/31/2021 1:33:28 PM | ErikaTest SuperUser |
| Submitted   | 08/31/2021 1:34:32 PM | ErikaTest SuperUser |
| Approved    | 08/31/2021 1:34:41 PM | ErikaTest SuperUser |
| UnApproved  | 08/31/2021 2:11:22 PM | ErikaTest SuperUser |

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Close

## Canned Reports

“Timesheet not approved” Canned Report - The columns Agency Code and Division have been added to the report.

“Worked, Leave and Overtime Hours Report Missing Charges” Canned Report - several types of leave were not showing on the Worked, Leave and Overtime Hours Report. This has been corrected.