

LATS-NY COVID-19 Payment Codes for OT-Eligible Employees at OPWDD

January 28, 2022

The following codes are available in LATS-NY for BSC customer agency overtime-eligible employees to track all time worked on COVID-19 activities and get paid for overtime worked on COVID-19 activities. Using these codes on the Payments tab will impact your pay. **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 Overtime when Assisting Other Agencies](#).

- COVID-19 Regular Hours
**Use this code to record up to 40 hours of COVID-19 activities not related to the COVID Vaccine hotline in a single work week (Thursday through Wednesday).*
- Regular Hours COVID Vaccine Hotline
**Use this code to record up to 40 hours of COVID-19 Vaccine hotline activities in a single work week (Thursday through Wednesday).*
- COVID-19 Overtime Hours
 This code is **not** to be used by employees working overtime during the period of 11 p.m. on December 1, 2021 through 10:59 p.m. on February 23, 2022 and are working in one of the titles listed below (see [OSC Payroll Bulletin 1989](#) and [OSC Payroll Bulletin 1990](#), and [OSC Payroll Bulletin 1991](#)).

Titles	Assoc Psychologist, Audiologist 2, Bus Driver, Cleaner, Cook, Dev Assnt 1, Dev Assnt 1 (IRM), Dev Assnt 2, Dev Assnt 3, Dev Asst Tr, Dev Disblts Scr C T A 1, Dev Disblts Scr C T A 1 MC, Dev Disblts Scr C T A 1 SL, Dev Disblts Scr C T A 2, Dev Disblts Scr C T A Tr, Dietitian 1, Dietitian 2, Direct Support Assistant, Direct Support Assistant (IRM), Direct Support Assistant (MC), Disaster Preparedness Prg Rep 2, Facility Operations Assistant 1, Facility Operations Assistant 1 (Grounds), Facility Operations Assistant 2 (Grounds), Fire & Safety Rep, Food Service Worker 1, Food Service Worker 2, Food Service Worker 3, Habiltatn Spec 1, Habiltatn Spec 2, Head Cook, Head Housekeeper, Head Occupl Therapist, Head Physical Ther, Head Recreation Ther, Housekeeper, Janitor, Lic Mstr Soc Wrkr 1, Lic Mstr Soc Wrkr 2, Licensed Practical Nurse, Licensed Psychlgst, Maintenance Assistant, Maintenance Assistant (Carpenter), Maintenance Assistant (Painter), Maintenance Supervisor 1, Maintenance Supervisor 1 (Elec Equip), Maintenance Supervisor 1 (Motor Equip), Maintenance Supervisor 2, Maintenance Supervisor 2 (Motor Equip), Maintenance Supervisor 3, Motor Vehicle Operator, Nurse 1, Nurse 2, Occupl Therpy Ast 1, Occupl Therpy Ast 2, Physcl Ther Asnt 2, Plant Utilities Assnt, Plant Utilities Engineer 1, Plant Utilities Engineer 2, Plant Utilities Engineer 3, Psychologist 1, Psychologist 2, Psychology Assnt 3, Recreation Ther, Recreation Worker, Rehab Assnt 1, Rehab Assnt 2, Rehab Cnslr 1, Rehab Cnslr 2, Senior Licensed Practical Nurse 1, Senior Licensed Practical Nurse 2, Senr Occupl Ther, Senr Physical Ther, Senr Recreation Ther, Soc Work Assnt 1, Soc Work Assnt 2, Soc Work Assnt 2 SL, Soc Work Assnt 3, Soc Work Assnt 3 SL, Soc Worker 1, Speech Lan P A Pg C 1, Speech Lan P A Pg C 2, Speech Lang Pathgst 1, Speech Lang Pathgst 2, Supervising Housekeeper, Supervisor Grounds,
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	Trades Generalist, Trades Specialist (Carpenter), Trades Specialist (Electrician), Trades Specialist (Locksmith), Trades Specialist (Mason & Plasterer), Trades Specialist (Painter), Trades Specialist (Plumber & Steamfitter), Safety & Security Officer 1, Safety & Security Officer 2, Safety & Security Officer Trainee, Chief Safety & Security Officer
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Use this code to record payable overtime hours for COVID-19 activities in a single work week. This code should be used only for COVID-19 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 COVID-19 related overtime on the face of your timesheet. Employees of agencies utilizing the Time Distribution System (TDS) **will** need to account for these hours on the TDS tab.*

- COVID-19 Overtime Hours_2.5 OT Rate

This code **is to be used** by employees working overtime during the period of 11 p.m. on December 1, 2021 through 10:59 p.m. on February 23, 2022 and are working in one of the titles listed below (see [OSC Payroll Bulletin 1989](#) and [OSC Payroll Bulletin 1990](#), and [OSC Payroll Bulletin 1991](#)).

Titles	Assoc Psychologist, Audiologist 2, Bus Driver, Cleaner, Cook, Dev Assnt 1, Dev Assnt 1 (IRM), Dev Assnt 2, Dev Assnt 3, Dev Asst Tr, Dev Disblts Scr C T A 1, Dev Disblts Scr C T A 1 MC, Dev Disblts Scr C T A 1 SL, Dev Disblts Scr C T A 2, Dev Disblts Scr C T A Tr, Dietitian 1, Dietitian 2, Direct Support Assistant, Direct Support Assistant (IRM), Direct Support Assistant (MC), Disaster Preparedness Prg Rep 2, Facility Operations Assistant 1, Facility Operations Assistant 1 (Grounds), Facility Operations Assistant 2 (Grounds), Fire & Safety Rep, Food Service Worker 1, Food Service Worker 2, Food Service Worker 3, Habiltatn Spec 1, Habiltatn Spec 2, Head Cook, Head Housekeeper, Head Occupl Therapist, Head Physical Ther, Head Recreation Ther, Housekeeper, Janitor, Lic Mstr Soc Wrkr 1, Lic Mstr Soc Wrkr 2, Licensed Practical Nurse, Licensed Psychlgst, Maintenance Assistant, Maintenance Assistant (Carpenter), Maintenance Assistant (Painter), Maintenance Supervisor 1, Maintenance Supervisor 1 (Elec Equip), Maintenance Supervisor 1 (Motor Equip), Maintenance Supervisor 2, Maintenance Supervisor 2 (Motor Equip), Maintenance Supervisor 3, Motor Vehicle Operator, Nurse 1, Nurse 2, Occupl Therpy Ast 1, Occupl Therpy Ast 2, Physcl Ther Asnt 2, Plant Utilities Assnt, Plant Utilities Engineer 1, Plant Utilities Engineer 2, Plant Utilities Engineer 3, Psychologist 1, Psychologist 2, Psychology Assnt 3, Recreation Ther, Recreation Worker, Rehab Assnt 1, Rehab Assnt 2, Rehab Cnslr 1, Rehab Cnslr 2, Senior Licensed Practical Nurse 1, Senior Licensed Practical Nurse 2, Senr Occupl Ther, Senr Physical Ther, Senr Recreation Ther, Soc Work Assnt 1, Soc Work Assnt 2, Soc Work Assnt 2 SL, Soc Work Assnt 3, Soc Work Assnt 3 SL, Soc Worker 1, Speech Lan P A Pg C 1, Speech Lan P A Pg C 2, Speech Lang Pathgst 1, Speech Lang Pathgst 2, Supervising Housekeeper, Supervisor Grounds, Trades Generalist, Trades Specialist (Carpenter), Trades Specialist (Electrician), Trades Specialist (Locksmith), Trades Specialist (Mason & Plasterer), Trades Specialist (Painter), Trades Specialist (Plumber & Steamfitter), Safety & Security Officer 1, Safety & Security Officer 2, Safety & Security Officer Trainee, Chief Safety & Security Officer
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Use this code to record payable overtime hours for COVID-19 activities in a single work week. This code should be used only for COVID-19 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 COVID-19 related overtime on the face of your timesheet. Employees of agencies utilizing the Time Distribution System (TDS) **will** need to account for these hours on the TDS tab.*

Entering hours worked on the timesheet:

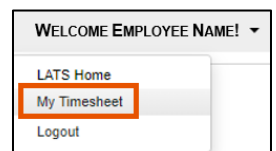
- Enter hours worked up to 40 hours each work week (Thursday through Wednesday) on the face of the timesheet, including those worked on all COVID-19 activities. **Non-comp hours should be recorded on the face of the timesheet.** Additionally, enter the regular hours worked (including non-comp) on COVID-19 activities on the “Payments” tab in LATS-NY using either the COVID-19 Regular Hours or Regular Hours COVID Vaccine Hotline code.
- For employees **not** impacted by [OSC Payroll Bulletin 1989](#) and [OSC Payroll Bulletin 1990](#), and [OSC Payroll Bulletin 1991](#): Enter overtime hours worked beyond 40 hours each work week (Thursday through Wednesday) on regular activities not related to COVID-19 on the face of the timesheet by entering your time in/time out each day and attributing the hours to the overtime row.
- For employees **who are** impacted by [OSC Payroll Bulletin 1989](#) and [OSC Payroll Bulletin 1990](#), and [OSC Payroll Bulletin 1991](#): Enter overtime hours worked (excluding non-comp) beyond 40 hours each work week (Thursday through Wednesday) on COVID-19 activities **ONLY** on the payments tab using payment code *OT for Annual 2080_2.5 OT Rate* for annual employees represented by PEF, CSEA, or NYSCOPBA, payment code *OT for Hourly_2.5 OT Rate* for hourly employees represented by PEF, CSEA, NYSCOPBA, or C82, and *OT for Ann 2000_2.5 OT Rate* for annual employees represented by C82. You must **not** enter overtime hours on the face of your timesheet for the period of 11 p.m. on December 1, 2021 through 10:59 p.m. on February 23, 2022.

*Please refer to the job aid titled [Temporary Overtime Entry in LATS-NY_OPWDD January 2022](#) for additional information on completing overtime hours not related to COVID-19 activities.

- Enter overtime hours worked (excluding non-comp) beyond 40 hours each work week (Thursday through Wednesday) on COVID-19 activities **ONLY** on the Payments tab using the COVID-19 Overtime Hours code. You must **not** enter COVID-19 overtime hours on the face of your timesheet. *****This is different than how paid overtime hours not related to COVID-19 activities are recorded*****

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 you worked:

A screenshot of the Timesheet entry form. The form has a header with 'Name: Employee Name', 'Pay Period: 2019 - 25(3/5/2020 to 3/18/2020)', and 'Timesheet Status: Un-Submitted'. Below the header, there are several fields: 'Payment Type' (set to 'COVID-19 Regular Hours'), 'Begin Date' (3/5/2020), 'End Date' (3/5/2020), 'Begin Time' (8:00 AM), 'End Time' (12:00 PM), 'Hours' (4.00), and 'Comments'. The 'Add' and 'Clear' buttons are at the bottom right.

- **Payment Type:** Select the appropriate COVID-19 tracking code in the drop-down box.
- **Begin Date:** Select the appropriate begin date for the COVID-19 hours worked.
- **End Date:** Select the appropriate end date for the COVID-19 hours worked.
- **Begin Time:** Enter the begin time of the COVID-19 hours worked.
- **End Time:** Enter the end time of the COVID-19 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 COVID code entries to reflect COVID activities worked on if you take breaks or work on non-COVID related work in-between the COVID 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 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.

Note:** Employees with overtime hours worked on Covid-19 activities (excluding non-comp), and/or employees impacted by [OSC Payroll Bulletin 1989](#) and [OSC Payroll Bulletin 1990](#), and [OSC Payroll Bulletin 1991](#), should enter all overtime hours worked on the payments tab **ONLY**. You **must not** record the time in/time out for these overtime activities on the face of your timesheet. **This may be different than how paid overtime hours are normally 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	
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	<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 COVID-19 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 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