
LATS-NY COVID-19 Payment Codes for OT-Eligible Employees at OASAS Addition Treatment Centers (DEPTID 53500)

April 6, 2022 revised

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 to get paid for overtime worked on COVID-19 activities. Using these codes on LATS 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 11:00 p.m. on March 9, 2022 through 10:59 p.m. on March 31, 2022 and are working in one of the titles listed below (see [OSC Payroll Bulletin 2021](#)).

Titles	Addictions Counselor 1, Addictions Counselor 1 Manual Communications, Addictions Counselor 1 Spanish Language, Addictions Counselor 2, Addictions Counselor 2 Spanish Language, Addictions Counselor 3, Addictions Counselor Assnt, Addictions Counselor Assnt Span Lang, Cleaner, Cook, Food Service Worker 1, Food Service Worker 2, Housekeeper, Licensed Practical Nurse, Nurse 1, Nurse 2 Psy, Nurse 3 Psy, Nurse Admr 1 Psy, Nurse Admr 2 Psy, Supvg Housekeeper
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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 11:00 p.m. on March 9, 2022 through 10:59 p.m. on March 31, 2022 and are working in one of the titles listed below (see [OSC Payroll Bulletin 2021](#)).

Titles	Addictions Counselor 1, Addictions Counselor 1 Manual Communications, Addictions Counselor 1 Spanish Language, Addictions Counselor 2, Addictions Counselor 2 Spanish Language, Addictions Counselor 3, Addictions Counselor Assnt, Addictions
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<p>Counselor Assnt Span Lang, Cleaner, Cook, Food Service Worker 1, Food Service Worker 2, Housekeeper, Licensed Practical Nurse, Nurse 1, Nurse 2 Psy, Nurse 3 Psy, Nurse Admr 1 Psy, Nurse Admr 2 Psy, Supvg Housekeeper</p>
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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:

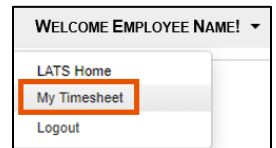
- Enter hours worked up to 40 hours each work week (Thursday through Wednesday) on the face of the timesheet, including those worked on all COVID-19 activities. **Non-comp hours should be recorded on the face of the timesheet.** Additionally, enter the regular hours worked (including non-comp) on COVID-19 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 2021](#): 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 2021](#): 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 or CSEA and payment code *OT for Hourly_2.5 OT Rate* for hourly employees represented by PEF or CSEA. You must **not** enter overtime hours on the face of your timesheet for the period of 11:00 p.m. on March 9, 2022 through 10:59 p.m. on March 31, 2022.

*Please refer to the job aid titled [LATS-NY Temporary Overtime Rate Payment Codes for Employees In Certain Titles at OASAS Addition Treatment Centers \(DEPT 53500\)](#) 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.

