



Announcement

LATS-NY September 2022 Upgrade

September 14th, 2022

Timekeeper Page Update

Timekeepers have reported issues with the time it would take for the Timekeeper Page to load when they had a larger number of assignees on their list. To fix this, a change was made to prevent the list of employees from loading automatically. Now, Timekeepers will enter the name of the employee and click “search” to find a single employee or leave the fields blank and click “search” to return all employees. This is intended to speed up the process.

The screenshot shows the 'Timekeeper' interface. At the top, it says 'Click Search to retrieve records'. Below this, there are two input fields: 'Employee:' with a placeholder 'Enter Employee Name or Number' and 'Pay Period Date:' with the value '9/08/2022'. A 'Search' button is located below the date field. To the right of the search area, there is a 'Show Extras' button and a checkbox labeled 'Check to Enable Save' next to a 'Save' button. Below these elements is a table header with the following columns: Employee Name, Day In, Lunch Out, Lunch In, Day Out, Status, TDS Status, Year-Period, and Year-Period. A 'Save' button is also present at the bottom right of the table area.

Canned Report Additional Information and Formatting Updates

Supervisor List report: The NYS Empl ID field has been added and each row will now also include the Agency, Division, Bureau, and Section for the subordinate. The parameters have also been updated to allow a report of Alternate Supervisor to be pulled in addition to original pull of Primary Supervisor information. A partial name can be entered to pull back anyone with that name or the specific supervisor name, or NYS Empl ID, can be entered to pull back a specific supervisor. A new export version of the report is now available in a format that is easy to manipulate.

Payments Claimed by Payment Code report: All fields on the report will now appear in each row for every payment code making the report more readable. The parameters have also been updated to include Bureau, Section and NYS Empl ID. A new export version of the report is now available in a format that is easy to manipulate.

Missing Unprocessed Timesheets report: The NYS Empl ID and Supervisor name fields have been added and all pertinent information will be on each row for every timesheet in the report. A new export version of the report is now available in a format that is easy to manipulate.