

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

October 7, 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 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 October 1, 2021 through November 30, 2022 and are working in one of the titles and facilities listed below (see [OSC Payroll Bulletin 1949.3](#)).

Titles	Youth Division Aide 2, Youth Division Aide 3, Youth Division Aide 4 or Youth Counselor 1, or Youth Counselor (YC) 2
Facilities	Brookwood Secure Center for Youth, Goshen Secure Center, MacCormick Secure Center, Industry Residential Center, Finger Lakes Residential Center, Highland Residential Center, Taberg Residential Center for Girls, Harriet Tubman Residential Center, Brentwood Residential Center

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 October 1, 2021 through November 30, 2022 and are working in one of the titles and facilities listed below (see [OSC Payroll Bulletin 1949.3](#)).

Titles	Youth Division Aide 2, Youth Division Aide 3, Youth Division Aide 4 or Youth Counselor 1, or Youth Counselor (YC) 2
Facilities	Brookwood Secure Center for Youth, Goshen Secure Center, MacCormick Secure Center, Industry Residential Center, Finger Lakes Residential Center, Highland

Residential Center, Taberg Residential Center for Girls, Harriet Tubman Residential Center, Brentwood Residential Center

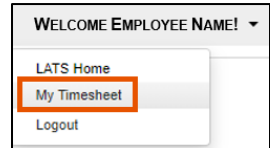
Use this code to record payable overtime hours for COVID-19 activities in a single work week. This code should be used only for COVID-19 hours worked after you've met the overtime payment threshold (40 hours) in a single work week (Thursday through Wednesday). **When using this code, you must not include 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 1949.3](#):* 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 1949.3](#):* 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, and payment code *OT for Hourly_2.5 OT Rate* for hourly employees. You must **not** enter overtime hours on the face of your timesheet for the period of October 1, 2021 through November 30, 2022. Please refer to the job aid titled [Temporary Overtime Entry in LATS-NY OCFS October 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:

The screenshot shows a form titled "Employee Name" and "Pay Period: 2019 - 25(3/5/2020 to 3/18/2020)". The "Timesheet Status" is "Un-Submitted". The form has the following fields:

- Payment Type:** COVID-19 Regular Hours (dropdown menu)
- Begin Date:** 3/5/2020 (calendar icon)
- End Date:** 3/5/2020 (calendar icon)
- Begin Time:** 8:00 AM (clock icon)
- End Time:** 12:00 PM (clock icon)
- Hours:** 4.00 (text input)
- Comments:** (text area)
- Buttons:** Add (highlighted), Clear

- **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 1949.3](#), 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.

The pop-up window is titled "Specify the type of overtime charged." and contains the following table:

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

Buttons: Update, Cancel