LATS-NY Temporary Overtime Rate Payment Codes for Employees In Certain Titles at OASAS Addition Treatment Centers (DEPT 53500)

October 7, 2022 *revised*

The Office of the State Comptroller announced a pilot program establishing a temporary Overtime rate for employees in certain titles working at the OASAS Addiction Treatment Centers (ATC) - DEPTID 53500. Please refer to [OSC Payroll Bulletin 2021.2](#) for employees represented by the Public Employees Federation (PEF) or the Civil Service Employees Association (CSEA). The following payment codes are available for eligible ATC employees to track all overtime hours worked. Using these codes on LATS Payments tab will impact your pay.

- O25: OT for Annual 2080_2.5 OT Rate
  This code is to be used by annual employees represented by PEF or CSEA who work overtime during the period of 11:00 p.m. on March 9, 2022 through 10:59 p.m. on November 30, 2022 and are working in one of the titles listed below (see [OSC Payroll Bulletin 2021.2](#)).

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*

Use this code to record payable overtime hours in a single work week. This code should be used only for 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 <u>must not</u> include your time in and time out for overtime on the face of your timesheet.*

- OH5: OT for Hourly_2.5 OT Rate
  This code is to be used by hourly employees represented by PEF or CSEA who work overtime during the period of 11:00 p.m. on March 9, 2022 through 10:59 p.m. on November 30, 2022 and are working in one of the titles listed below (see [OSC Payroll Bulletin 2021.2](#)).

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*

*Use this code to record payable overtime hours in a single work week. This code should be used only for worked after you've met the overtime payment threshold (40 hours) in a single work week

(Thursday through Wednesday). **When using this code, you <u>must not</u> include your time in and time out for overtime on the face of your timesheet.**

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. **Non-comp hours should be recorded on the face of the timesheet.**

- Enter overtime hours worked (excluding non-comp) beyond 40 hours each work week (Thursday through Wednesday) **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 *<u>must not</u>* enter overtime hours on the face of your timesheet for any overtime worked between 11:00 p.m. on March 9, 2022 and 10:59 p.m. on November 30, 2022.

To Access the "Payments" tab and enter the Overtime tracking codes:
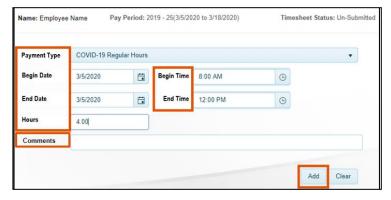
1. Select *My Timesheet* from the LATS-NY *Welcome* menu or from the link on the LATS-NY homepage.

2. Click on the *Payments* tab located above your name.
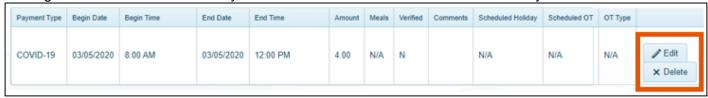

3. Enter information for the time you worked:

- ***Payment Type:*** Select the appropriate overtime tracking code in the drop-down box.
- ***Begin Date:*** Select the appropriate begin date for the overtime hours worked.
- ***End Date:*** Select the appropriate end date for the overtime hours worked.
- ***Begin Time:*** Enter the begin time of the overtime hours worked.
- ***End Time:*** Enter the end time of the overtime 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 overtime code entries to reflect overtime activities worked on if you take breaks.
- ***Meals:*** Enter the number of OT Meals you are eligible to claim.
- ***Comments:*** Enter a description for the overtime hours worked, if needed.

- **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: Overtime for hours worked (excluding non-comp) on overtime activities should **only** be entered on the payments tab. You **must not** record the time in/time out for the overtime activities on the face of your timesheet. ***This is different than how paid overtime hours prior to 11:00 p.m. on March 9, 2022 were 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	✎ Edit ✕ Delete

The payment tab will require separate approval by the supervisor before the timesheet can be approved.

After 11:00 p.m. on March 9, 2022, no overtime should be recorded on the face of the timesheet, and you should no longer receive a pop-up window to indicate if the overtime reflected on the face of the timesheet was Voluntary or Mandatory. For the pay period containing March 9, 2022, if this window pops up, you should not include overtime hours recorded on the payments tab for 11:00 p.m. on March 9, 2022 forward 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

Update Cancel