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# LATS-NY Temporary Overtime Rate Payment Codes for Specific OT- Eligible Employees at OCFS

October 7, 2022 revised

[OSC Payroll Bulletin 1949.3](#) announced the pilot program establishing a temporary Overtime rate for employees in certain titles represented by the Public Employees Federation (PEF) or the Civil Service Employees Association (CSEA) working at the Office of Children and Family Services (OCFS). The following payment codes are available for eligible OCFS employees to track all overtime hours worked. Using these codes on the Payments tab will impact your pay.

- OT for Annual 2080\_2.5 OT Rate

This code is to be used by annual employees who work 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	<i>Youth Division Aide 2, Youth Division Aide 3, Youth Division Aide 4 or Youth Counselor 1, or Youth Counselor (YC) 2</i>
Facilities	<i>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</i>

*\*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 must not include your time in and time out for overtime on the face of your timesheet.***

- OT for Hourly\_2.5 OT Rate

This code is to be used by annual employees who work 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	<i>Youth Division Aide 2, Youth Division Aide 3, Youth Division Aide 4 or Youth Counselor 1, or Youth Counselor (YC) 2</i>
Facilities	<i>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</i>

*\*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 must not 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 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 any overtime worked between October 1, 2021 and 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:

A screenshot of a form for entering overtime hours. 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'. The main form area includes a 'Payment Type' dropdown menu set to 'COVID-19 Regular Hours'. Below this are fields for 'Begin Date' (3/5/2020), 'End Date' (3/5/2020), 'Begin Time' (8:00 AM), and 'End Time' (12:00 PM). There is also a 'Hours' field with '4.00' entered and a 'Comments' text area. At the bottom right, there are 'Add' and 'Clear' buttons, with the 'Add' button highlighted by a red box.

- **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 October 1, 2021 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	<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.

After October 1, 2021, 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 October 1, 2021, if this window pops up, you should not include overtime hours recorded on the payments tab for October 1, 2021 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