

LATS-NY Temporary Overtime Rate Payment Codes for Employees In Certain Titles at OPWDD

October 7, 2022 revised

Multiple payroll bulletins were issued announcing the pilot program establishing a temporary Overtime rate for employees in certain titles working at the Office for People with Developmental Disabilities (OPWDD). Please refer to [OSC Payroll Bulletin 1989.2](#) for employees represented by the Public Employees Federation (PEF) or the Civil Service Employees Association (CSEA), [OSC Payroll Bulletin 1990.2](#) for employees represented by the New York State Correctional Officers and Police Benevolent Association (NYSCOPBA), and [OSC Payroll Bulletin 1991.2](#) for employees represented by Council 82 AFSCME AFL-CIO (C82) The following payment codes are available for eligible OPWDD employees to track all overtime hours worked. Using these codes on the 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, CSEA, or NYSCOPBA who work overtime during the period of 11pm on December 1, 2021 through 10:59pm on November 30, 2022 and are working in one of the titles listed below (see [OSC Payroll Bulletin 1989.2](#) and [OSC Payroll Bulletin 1990.2](#)).

Titles	<i>Assoc Psychologist, Audiologist 2, Bus Driver, Cleaner, Cook, Dev Assnt 1, Dev Assnt 1 (IRM), Dev Assnt 2, Dev Assnt 3, Dev Asst Tr, Dev Disblts Scr C T A 1, Dev Disblts Scr C T A 1 MC, Dev Disblts Scr C T A 1 SL, Dev Disblts Scr C T A 2, Dev Disblts Scr C T A Tr, Dietitian 1, Dietitian 2, Direct Support Assistant, Direct Support Assistant (IRM), Direct Support Assistant (MC), Disaster Preparedness Prg Rep 2, Facility Operations Assistant 1, Facility Operations Assistant 1 (Grounds), Facility Operations Assistant 2 (Grounds), Fire & Safety Rep, Food Service Worker 1, Food Service Worker 2, Food Service Worker 3, Habiltatn Spec 1, Habiltatn Spec 2, Head Cook, Head Housekeeper, Head Occupl Therapist, Head Physical Ther, Head Recreation Ther, Housekeeper, Janitor, Lic Mstr Soc Wrkr 1, Lic Mstr Soc Wrkr 2, Licensed Practical Nurse, Licensed Psychlgst, Maintenance Assistant, Maintenance Assistant (Carpenter), Maintenance Assistant (Painter), Maintenance Supervisor 1, Maintenance Supervisor 1 (Elec Equip), Maintenance Supervisor 1 (Motor Equip), Maintenance Supervisor 2, Maintenance Supervisor 2 (Motor Equip), Maintenance Supervisor 3, Motor Vehicle Operator, Nurse 1, Nurse 2, Occupl Therpy Ast 1, Occupl Therpy Ast 2, Physcl Ther Asnt 2, Plant Utilities Assnt, Plant Utilities Engineer 1, Plant Utilities Engineer 2, Plant Utilities Engineer 3, Psychologist 1, Psychologist 2, Psychology Assnt 3, Recreation Ther, Recreation Worker, Rehab Assnt 1, Rehab Assnt 2, Rehab Cnslr 1, Rehab Cnslr 2, Senior Licensed Practical Nurse 1, Senior Licensed Practical Nurse 2, Senr Occupl Ther, Senr Physical Ther, Senr Recreation Ther, Soc Work Assnt 1, Soc Work Assnt 2, Soc Work Assnt 2 SL, Soc Work Assnt 3, Soc Work Assnt 3 SL, Soc Worker 1, Speech Lan P A Pg C 1, Speech Lan P A Pg C 2, Speech Lang Pathgst 1, Speech Lang Pathgst 2, Supervising Housekeeper, Supervisor Grounds, Trades Generalist, Trades Specialist (Carpenter), Trades Specialist (Electrician), Trades Specialist (Locksmith), Trades Specialist (Mason &</i>
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	<i>Plasterer), Trades Specialist (Painter), Trades Specialist (Plumber & Steamfitter), Safety & Security Officer 1, Safety & Security Officer 2, Safety & Security Officer Trainee</i>
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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.*

- OH5: OT for Hourly_2.5 OT Rate

This code is to be used by hourly employees represented by PEF, CSEA, NYSCOPBA or C82 who work overtime during the period of 11pm on December 1, 2021 through 10:59pm on November 30, 2022 and are working in one of the titles listed below (see [OSC Payroll Bulletin 1989.2](#), [OSC Payroll Bulletin 1990.2](#), and [OSC Payroll Bulletin 1991.2](#)).

Titles	<i>Assoc Psychologist, Audiologist 2, Bus Driver, Cleaner, Cook, Dev Assnt 1, Dev Assnt 1 (IRM), Dev Assnt 2, Dev Assnt 3, Dev Asst Tr, Dev Disblts Scr C T A 1, Dev Disblts Scr C T A 1 MC, Dev Disblts Scr C T A 1 SL, Dev Disblts Scr C T A 2, Dev Disblts Scr C T A Tr, Dietitian 1, Dietitian 2, Direct Support Assistant, Direct Support Assistant (IRM), Direct Support Assistant (MC), Disaster Preparedness Prg Rep 2, Facility Operations Assistant 1, Facility Operations Assistant 1 (Grounds), Facility Operations Assistant 2 (Grounds), Fire & Safety Rep, Food Service Worker 1, Food Service Worker 2, Food Service Worker 3, Habiltatn Spec 1, Habiltatn Spec 2, Head Cook, Head Housekeeper, Head Occupl Therapist, Head Physical Ther, Head Recreation Ther, Housekeeper, Janitor, Lic Mstr Soc Wrkr 1, Lic Mstr Soc Wrkr 2, Licensed Practical Nurse, Licensed Psychlgst, Maintenance Assistant, Maintenance Assistant (Carpenter), Maintenance Assistant (Painter), Maintenance Supervisor 1, Maintenance Supervisor 1 (Elec Equip), Maintenance Supervisor 1 (Motor Equip), Maintenance Supervisor 2, Maintenance Supervisor 2 (Motor Equip), Maintenance Supervisor 3, Motor Vehicle Operator, Nurse 1, Nurse 2, Occupl Therpy Ast 1, Occupl Therpy Ast 2, Physcl Ther Asnt 2, Plant Utilities Assnt, Plant Utilities Engineer 1, Plant Utilities Engineer 2, Plant Utilities Engineer 3, Psychologist 1, Psychologist 2, Psychology Assnt 3, Recreation Ther, Recreation Worker, Rehab Assnt 1, Rehab Assnt 2, Rehab Cnslr 1, Rehab Cnslr 2, Senior Licensed Practical Nurse 1, Senior Licensed Practical Nurse 2, Senr Occupl Ther, Senr Physical Ther, Senr Recreation Ther, Soc Work Assnt 1, Soc Work Assnt 2, Soc Work Assnt 2 SL, Soc Work Assnt 3, Soc Work Assnt 3 SL, Soc Worker 1, Speech Lan P A Pg C 1, Speech Lan P A Pg C 2, Speech Lang Pathgst 1, Speech Lang Pathgst 2, Supervising Housekeeper, Supervisor Grounds, Trades Generalist, Trades Specialist (Carpenter), Trades Specialist (Electrician), Trades Specialist (Locksmith), Trades Specialist (Mason & Plasterer), Trades Specialist (Painter), Trades Specialist (Plumber & Steamfitter), Safety & Security Officer 1, Safety & Security Officer 2, Safety & Security Officer Trainee, Chief Safety & Security Officer</i>
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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.*

- OU2: OT for Ann 2000_2.5 OT Rate

This code is to be used by annual employees represented by C82 who work overtime during the period of 11pm on December 1, 2021 through 10:59pm on November 30, 2022 and are working in one of the titles listed below (see [OSC Payroll Bulletin 1991.2](#)).

Titles	<i>Chief Safety & Security Officer</i>
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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:

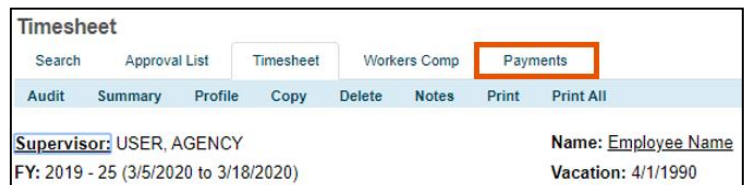
- Enter hours worked up to 40 hours each work week (Thursday through Wednesday) on the face of the timesheet. **Non-comp hours should be recorded on the face of the timesheet.**
- Enter overtime hours worked (excluding non-comp) beyond 40 hours each work week (Thursday through Wednesday) **ONLY** on the payments tab using payment code *OT for Annual 2080_2.5 OT Rate* for annual employees represented by PEF, CSEA, or NYSCOPBA, payment code *OT for Hourly_2.5 OT Rate* for hourly employees represented by PEF, CSEA, NYSCOPBA, or C82, and *OT for Ann 2000_2.5 OT Rate* for annual employees represented by C82. You **must not** enter overtime hours on the face of your timesheet for any overtime worked between 11:00pm on December 1, 2021 and 10:59pm 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:

A screenshot of the 'Timesheet' form. The form is titled 'Name: Employee Name' and 'Pay Period: 2019 - 25(3/5/2020 to 3/18/2020)'. The 'Timesheet Status' is 'Un-Submitted'. The form contains several fields: 'Payment Type' (a drop-down menu with 'COVID-19 Regular Hours' selected), 'Begin Date' (3/5/2020), 'End Date' (3/5/2020), 'Begin Time' (8:00 AM), 'End Time' (12:00 PM), 'Hours' (4.00), and 'Comments'. The 'Add' and 'Clear' buttons are at the bottom right.

- **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 11:00pm on December 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 11:00pm on December 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 December 1, 2021, if this window pops up, you should not include overtime hours recorded on the payments tab for 11:00pm on December 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