



# Information Announcement

## LATS-NY September 2023 Upgrade

September 14, 2023

### FMLA Module Enhancements

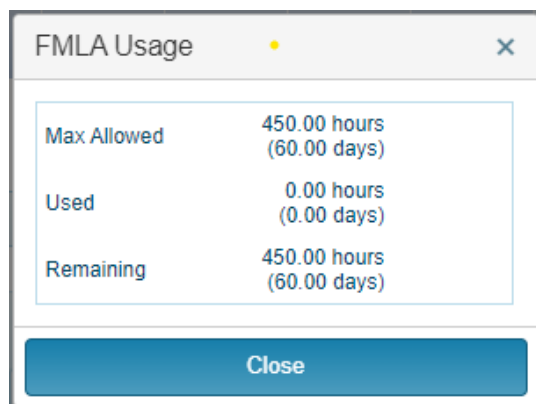
The BSC has made enhancements to the FMLA module to improve the tracking of FMLA cases within LATS-NY. There will be separate outreach occurring, to coordinate the official roll out of these FMLA enhancements due to decision points that need to be made by the BSC and each customer agency. Admin users will see some new fields when entering FMLA case information in the background.

**Case Number:** This is an autogenerated field to create and assign a unique case number to each case making it easier to identify each case to the employee and tie reporting / usage together when some of the configurations are implemented.

**Case Type:** This field will allow the admin user to indicate if the FMLA case is for a continuous absence or an intermittent absence. This field is required; a case type will have to be selected for each new case entered. Once the case type is set it cannot be updated; therefore, if an error is made in the selection, the case would need to be deleted and re-entered.

- If intermittent is selected, admin users will also see a *usage limitations* and a *comment* field open up. These fields do not have to be completed, but the usage limitations field cannot be updated after the case has been created.
- The BSC will be reaching out to customer agencies regarding how they would like to utilize this field moving forward. At this time, all old cases will be marked as continuous as recommended by the vendor.

**FMLA Usage:** The FMLA Usage link on the timesheet that is visible by the end user and the Admin users has been updated to show both the number of hours and number of days. This is due to the system correcting the way it calculates the usage to address issues that have occurred when changes in percent have happened.



## **Pop-up Messages**

LATS-NY displays notifications to system users when they use certain miscellaneous leave codes on their timesheet. This is to let them know the potential impact to their accruals, pay, etc. In the past, there has been no mechanism to have the user acknowledge seeing the messages on their timesheet. Effective with the 12.4 release, the messages listed below can be set to pop up on the timesheet and require the user to check an acknowledgement box, then click 'OK' to indicate that they have read the notice. If an employee selects a miscellaneous leave code that triggers a message, such as sick leave at half pay, and acknowledges the pop-up message, the acknowledgement will be logged and remain visible in *Messages Audit*. This information will remain available even if they later decide to charge a different accrual bucket for that time and *remove* the prior entry from their timesheet. Here are the approved messages for each listed code:

1. *Lost Time – Lost Time entered may result in a payroll deduction.*
2. *Sick Leave Half Pay (SLHP) – A Sick Leave Half Pay (SLHP) code has been entered on this timesheet. Time allocated SLHP codes may impact eligibility to earn accruals.*
3. *VRWS – Charges to VRWS in the same week of paid overtime will be converted to Straight Time.*

## **Canned Report Additional Information and Formatting Updates**

***Tardy Usage Report Enhancements:*** The NYS Employee ID, Supervisor Name, and Supervisor Employee ID fields have been added to this report. Also, when the user opts to sort by Agency Structure, the Agency Division Bureau and Section fields will no longer be displayed as rows at the beginning of each grouping but will display in columns.

***Emergency Contact Info Report Enhancements:*** The parameters for this report have been expanded to allow the user to filter results by entering all or part of an employee name, or employee ID number. The output will now include columns to display NYS Employee ID, Supervisor name, and Supervisor Employee ID. The columns to display Street, City, State and Zip fields have been combined into a single Address field.

***FMLA Usage Report:*** This report has been expanded to include the new parameters associated with the changes being made to FMLA. In the past, the only entry that could be made was to specify the calendar year. Effective with the 12.4 release, the FMLA Usage Report can be ran for ALL agencies or by Agency Division Bureau and Section. The report header shows the new parameter selections as well as the input year.

## Tool Tips

**Balance and Earnings:** A 'Help Button' has been added to the Balances and Earnings section on the timesheet, including the Balance Projection window.

Balance Projection for Mark Testman

6/19/2023 Get Balance Projection

Note: This calculation assumes that you have completed all timesheets prior to the current date and will remain in your current position, negotiating unit, and pay status ( F/T, P/T, VRWS). It also does not account for future planned or unplanned absences.

Export to Excel Export to Pdf

Pay Period Vacation Sick Personal Non Comp Current Non Comp Previous Comp Over40 Holiday Floater Vrws Current Vrws Previous

When the user clicks on the help icon in the upper right corner, they will see an explanation of fields as shown below:

Help for Balance Projection

**Balance Projection: Explanation of Fields**

- Projected balances are based on accruals earned as of the last processed timesheet.
- Accruals tentatively earned on your current timesheet are not included in the projection.
- The system does not account for future planned or unplanned absences.
- Holiday Leave projections are based on holidays that will be earned and not holidays that will be observed.

Field	Required	Description
Date	Y	The field defaults to the current date. Enter the date through which you want LATS to calculate balance projections or select it from the calendar control next to the date field. Enter the date in mm/dd/yyyy format.
Get Balance Projection	Y	Click this button to initiate the projection and allow the system to populate the included columns.

**Balances and Earnings: Explanation of Fields**

The Balances and Earnings grid displays the accrual Starting Balance, any Charges made to accruals, any Earnings for the pay period, and the Tentative Balance\* at the end of the pay period for each leave category displayed. \*Note: On a timesheet in Processed status, the last column label is changed from Tentative Balance to Ending Balance.

The categories Non Comp and VRWS, when included, are formatted as a link that you may select to open the Balance Summary of Current Fiscal Year and Previous Fiscal Year accrual balances. Close the Balance Summary page to return to the timesheet.

- Charges to either Non Comp or VRWS reduce the previous fiscal year balance before the current year balance is reduced.
- The balance of VRWS Current Year is moved to VRWS Previous Year on last day of the last pay period of the fiscal year. The balance must be charged by 9/30 or it will be forfeited. The balance of NonComp Current Year is moved to Previous Year on the last day of the fiscal year (3/31), replacing the prior Previous Year balance. The previous year balance must be charged by the following 3/31 or it will be forfeited.

If you are Time and Attendance Eligible and currently not eligible to use vacation accruals, your vacation leave balance will be displayed as 0. Your vacation leave earned will be displayed on your timesheet Starting Balance when you become eligible to use vacation leave.

Accrual balances for any non-standard leave categories are displayed in the Miscellaneous Category Balances +/- grid to the right of the Balance and Earnings Grid. That grid includes Category, Balance, Charge and Ending Balance for each leave category assigned to you.

FMLA Usage is available via the link under the Balances and Earnings Grid. Click that link to view the FMLA Usage page. That page includes Max Allowed (the maximum hours of FMLA available to you per calendar year), along with any Used and Remaining FMLA accruals. Close the FMLA Usage page to return to the timesheet.