



Time and Attendance – Operating Agreement

BSC		Agency	
Key Performance Indicator	Target	Key Performance Indicator	Target
Set up timesheets within 7 days of effective date for annual employees	50%	Submit Time and Attendance template before effective date	90%
Set up timesheets within 7 days of effective date for hourly employees	75%		
Transmit payments from approved timesheets to OSC prior to payroll close deadline	100%	Ensure employees submit timesheets by the Friday after the close of the time record and supervisors approve timesheets by the following Tuesday	97%

Operating Responsibility	Agency	BSC
Maintain and administer LATS-NY.		X
Establish employee LATS-NY user accounts and provide employees with usernames and temporary passwords to sign on during onboarding.		X
Deactivate LATS-NY user accounts for employees who separate from the Agency.		X
Reset employee LATS-NY passwords as needed/requested.		X
Request accrual balances from employee’s prior State employer and update LATS-NY (if applicable).		X
Provide accrual balances to non-customer agencies when an employee transfers out of Agency.		X
Resolve employee inquiries regarding timesheet submission issues.		X
Ensure employees submit and supervisors approve timesheets timely and that timesheets reflect actual time worked and, if applicable, accurate codes are used on the payments tab.	X	
Auto generate email notices from LATS-NY to employees and supervisors when a timesheet has not been submitted or approved timely.		X
Provide Family Medical Leave Act (“FMLA”) usage reports bi-weekly to agencies for review, if requested.		X
Provide Workers’ Compensation usage reports bi-weekly to agencies for review, if requested.		X
Process Workers’ Compensation restorals in LATS-NY.		X
Process Leave Donations in LATS-NY.		X
Process PEP transaction in LATS-NY.		X
Process forms and make the necessary adjustments in LATS-NY for the: Holiday Compensation Waiver Program. Special Holiday Compensation Waiver Program. Over 40 Comp Time Program.		X
If LATS-NY AWS function needs to be turned on for an employee, submit the request two weeks prior to the effective date of the new schedule, or the	X	

schedule change effective date.		
Turn on the Alternate Work Schedule (“AWS”) function in LATS-NY for employees that are on a Voluntary Reduction in Work Schedule (“VRWS”), AWS, or an Individual Work Schedule (“IWS”) to complete timesheets. Turn off the AWS function in LATS-NY when the schedule ends.		X
Create the shifts and rotations for agencies that choose to use the Scheduling function in LATS-NY.		X
Monitor hourly employees to determine time and attendance eligibility.		X
Review timesheet payments on approved LATS-NY timesheets to ensure payment related information (e.g., overtime, overtime meals, holiday pay, standby pay, out-of-title OT, etc.) does not contradict/conflict with other entries on the timesheets based on applicable rules and regulations.		X
Send timesheet related payments (e.g., hourly employees, overtime, overtime meals, extra time, standby, lost time, holiday, intermittent inconvenience, pre-shift briefing, hazardous duty, and other payments included on the timesheet) from LATS-NY for processing through PayServ.		X
Process timesheets submitted and approved for payroll.		X
Work with Agency Liaison to adjust an employee’s timesheet based on a labor relations determination.		X
Submit final accrual balance to BSC processors to generate lump sum payment for an employee separating from State service.		X
Provide periodic reports to Agencies of employees’ use of no-charge codes (e.g., blood donation, cancer screening, jury duty, etc.).		X
Monitor, complete, and submit timesheets for supervisor approval for employees who are on administrative leave or leave related to a disciplinary action.	X	
Set up Time Distribution System (“TDS”) tasks and categories in LATS-NY and tell employees the categories and tasks to which they should allocate their time to in TDS.	X	
Inform the BSC of any changes to, or new, shifts and rotations of employees, if applicable.	X	
Authorize Civil Service Law Section 71, 72, and 73 proceedings.	X	
Maintain and operate time clock consoles within the Agency, as applicable.	X	
Administer agency VRWS, AWS, and IWS programs. Approve all VRWS, AWS, and IWS work schedules and submit transaction to the BSC to begin approved VRWS, AWS and IWS schedules as needed. Separate transactions must be submitted to end these schedules.	X	
Administer Agency telecommuting program.	X	
Review the periodic reports sent by the BSC to ensure employees have the required documentation to support the use of “no charge” entries as required by Agency policy.	X	
Ensure the BSC is provided with an accurate e-mail address for all employees and supervisors in LATS-NY. If the employee does not have a work e-mail address, the Agency should provide a timekeeper’s e-mail address.	X	
Provide the BSC with all current Agency-specific Attendance and Leave policies (e.g., tardy rules, etc.).	X	