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MNHS

11 March 2020

MEMORANDUM FOR All State Employees and Supervisors of State Employees

SUBJECT: MNHS BULLETIN 2020-01: Tracking COVID-19 Time Worked in LATS-NY

1. Reference, Budget Bulletin H-0501, New York State Division of the Budget (DOB), 9 March 2020, subject: Coronavirus Diseases 2019 Emergency Preparedness and Related Expenditures.
2. Current overtime procedures for state employees continue to be in effect. All overtime requests should be submitted to State Human Resources Management (MNHS) for review and approval.
3. As outlined in DOB Bulletin H-0501, in an effort to track work performed as a result of COVID-19, both overtime eligible and overtime ineligible employees are expected to record hours worked in support of the response to COVID-19. Below provides guidance on the tracking requirements.
4. Overtime Eligible Employees: The Business Services Center (BSC) has added the codes below to LATS-NY (LATS). Overtime eligible state employees utilizing LATS are expected to track time worked (reasonable estimates to the ¼ hour) on COVID-19 activities in the “Payments” tab using these codes.
 - a. COVID-19 Regular Hours – This code should be utilized for indicating regularly scheduled hours worked in association with work related to COVID-19.
 - b. COVID-19 Overtime Hours – This code should be utilized for indicating overtime hours worked in association with work related to COVID-19.
5. There is no change for recording time on the “Timesheet” tab. See attached BSC job aide “LATS-NY COVID-19 Time Tracking for OT-Eligible Employees”.
6. Overtime Ineligible Employees: A blanket overtime authorization has been granted for overtime ineligible employees in Grade 23 through Grade 27 (or NS equivalent) who work in excess of 47.5 hours per workweek, provided the overtime is both essential and directly related to activities associated with the State’s preparation and response to COVID-19. Only hours over the 47.5 hours in the workweek directly necessary in response to COVID-19 activities will be paid at a rate equal to one and one half times the regular hourly rate.

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7. The BSC has added the codes below to LATS. Overtime ineligible state employees utilizing LATS are expected to track time worked (reasonable estimates to the ¼ hour) on COVID-19 activities in the “Payments” tab using these codes.

a. COVID- -19 Regular Hours – This code should be utilized for indicating regularly scheduled hours worked in association with work related to COVID-19.

b. COVID- -19 Overtime Hours – This code should be utilized for indicating overtime hours worked in association with work related to COVID-19.

c. RegHrsNC19: Regular Hours Worked – This code should be utilized to record the hours worked during the first 47.5 hours in a workweek on non-COVID-19 activities.

8. There is no change for recording time on the “Timesheet” tab (Present/Absent/AWS). See attached BSC job aide “LATS-NY COVID-19 Time Tracking for OT-Ineligible Employees”.

9. For overtime ineligible employees in Grades 28 and above who work in excess of 47.5 hours per work week, overtime requests shall be reviewed and approved by DOB on a case-by-case basis. Please contact MNHS so a formal “Extraordinary Overtime Waiver of Overtime Compensation Rules” request can be written. The request will need to delineate extraordinary overtime is/was critical to activities associated with the State’s preparation and response to COVID-19.

10. For Management Confidential/Non-statutory (MC/NS) employees who are not sure of your overtime eligibility status, please contact State Human Resources, Mrs. Laurie Romer (laurie.m.romer.nfg@mail.mil) or Mr. William (Bill) Bennett (william.e.bennett98.nfg@mail.mil).

11. Recording Daily Attendance: All employees and supervisors should utilize a daily attendance registry sheet (sign-in/out sheet) for recording total hours worked and reconciliation for approval of the LATS timesheet including overtime worked in association with COVID-19 (either over 40 or over 47.5). Attached is a modified DMNA State Employee Daily Attendance Registry for use during the COVID-19 response. Supervisors should begin utilizing this Daily Attendance Register immediately until further notice.

12. Supervisors must submit the COVID-19 Daily Attendance forms and any other supporting documentation (leave requests, jury duty notices, etc.) to MNHS on a bi-weekly basis no later than close of business the Monday following the end of a payroll. They should be sent via e-mail to nq.ny.nyarnq.mbx.mnhs-bsc@mail.mil. MNHS should already have all overtime forms and military orders, so they should not be necessary in this communication. MNHS will use the information for reconciliation with BSC reports sent to agencies.

13. DOB will monitor bi-weekly agency overtime reports to track increased hours and compensation. If requested by DOB, supervisors may be contacted for additional information to support the overtime hours submitted.

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14. For DMNA State Employee Firefighters, a separate Bulletin will be sent.

15. If you have any questions regarding this Bulletin, please contact MNHS at (518) 786-4830.

FOR THE ADJUTANT GENERAL:

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Management

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