



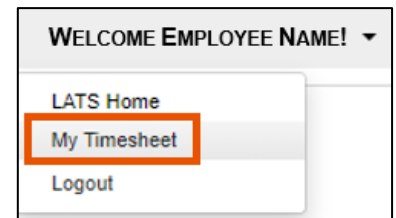
LATS-NY COVID-19 Time Tracking for OT-Eligible Employees

The following codes are available in LATS-NY for BSC customer agency overtime-eligible employees to track time worked on COVID-19 activities. This is for time-tracking only. Using these codes on the Payments tab will not impact your pay.

- COVID-19 Regular Hours
- COVID-19 Overtime Hours

To Access the “Payments” tab and enter the COVID-19 activities 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 your worked:

Timesheet Payments

Search Approval List Timesheet Workers Comp Payments

Name: Employee Name Pay Period: 2019 - 25(3/5/2020 to 3/18/2020) Timesheet Status: Un-Submitted

Payment Type: COVID-19 Regular Hours

Begin Date: 3/5/2020 Begin Time: 8:00 AM

End Date: 3/5/2020 End Time: 12:00 PM

Hours: 4.00

Comments:

Add Clear

- **Payment Type:** Select the appropriate COVID-19 tracking code in the drop-down box.
- **Begin Date:** Select the appropriate begin date for the COVID-19 hours worked.
- **End Date:** Select the appropriate end date for the COVID-19 hours worked.
- **Begin Time:** Enter the begin time of the COVID-19 hours worked.
- **End Time:** Enter the begin time of the COVID-19 hours worked.
- **Hours:** Enter the number of hours worked for the selected time frame. Recorded lunch periods should not be included in the number of hours entered.
- **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:** Only make one entry for each code per day

The time you record on the payments tab should not exceed the time you recorded as worked on the timesheet. If you work exclusively on COVID-19 activities, the total time should match.

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"/>

*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.