



# Information Announcement

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## LATS-NY New Timesheet Submission Instructions

**March 6, 2015**

We are excited to announce that the new Time and Attendance System platform, LATS-NY is scheduled to “Go Live” on April 1 for employees at your agency who are on the administrative cycle, and April 7 for those on the institutional cycle. It is important to note that employees will need to keep a paper time card for approximately one week while the new system is loaded.

The new LATS-NY system has been designed to help improve the efficiency of tracking time and attendance through the use of a common, automated system. This new LATS-NY system will not look much different than the current version of LATS.

Below is a timeline that employees should follow to prepare for the transition to LATS-NY. This includes the dates that timesheets are required to be completed by employees and approved by supervisors in the current LATS system before moving over to the new system.

### **Instructions for Employees on Administration Timesheet Cycle**

- All timesheets, including the timesheet that ends on March 25, 2015, must be completed by the employee and submitted by close of business, March 27, 2015.
- All timesheets, including the timesheet that ends March 25, 2015, must be reviewed and approved by the supervisor by close of business, March 31, 2015.
- Employees must print a copy of their timesheet that ends on March 25, 2015 in order to verify their accrual amounts and other pertinent information is moved over to LATS-NY accurately.
- Employees must print the next timesheet (effective March 26, 2015) and use it to record by hand their hours worked and any leave charges used during the time period. When the new LATS-NY system is available, employees will enter this information directly into the system.
- Effective April 1, 2015, employees can access the new LATS-NY system. The new link, along with instructions on how to create a new password in LATS-NY will be provided to all

employees by their HR Liaison. Please note that employees should continue to use their current LATS Username, unless otherwise notified.

- As soon as employees have logged into the new system, they should enter the information that was recorded on their paper timesheets. Accrual balances will be loaded into the new LATS-NY system as soon as all timesheets through March 25, 2015 are processed. At this time, employees should compare accruals in LATS-NY to the copy they printed out of their timesheet that ended on March 25, 2015.

### **Instructions for Employees on Institution Timesheet Cycle**

- All timesheets, including the timesheet that ends on April 1, 2015, must be completed by the employee and submitted by close of business, April 3, 2015.
- All timesheets, including the timesheet that ends April 1, 2015, must be reviewed and approved by the supervisor by close of business, April 6, 2015.
- Employees must print a copy of their timesheet that ends on April 1, 2015 in order to verify their accrual amounts and other pertinent information is moved over to LATS-NY accurately.
- Employees must print the next timesheet (effective April 2, 2015) and use it to record by hand their hours worked and any leave charges used during the time period. When the new LATS-NY system is available, employees will enter this information directly into the system.
- Effective April 7, 2015, employees can access the new LATS-NY system. The new link, along with instructions on how to create a new password in LATS-NY will be provided to all employees by their HR Liaison. Please note that employees should continue to use their current LATS Username, unless otherwise notified.
- As soon as employees have logged into the new system, they should enter the information that was recorded on their paper timesheet. Accrual balances will be loaded into the new LATS-NY system as soon as all timesheets through April 1, 2015 are processed. At this time, employees should compare accruals in LATS-NY to the copy they printed out of their timesheet that ended on April 1, 2015.

If you have any questions regarding the new LATS-NY timesheet submission instructions, please feel free to reach out to the BSC Time & Attendance Unit at [BSCTimeAdmin@ogs.ny.gov](mailto:BSCTimeAdmin@ogs.ny.gov) or by phone at (518) 457-4272, Option 2.