



**LEAVE AND  
ACCRUAL  
TRACKING  
SYSTEM  
(LATS)**



**USER'S GUIDE  
February 2006**

*Materials prepared by  
Research Foundation for Mental Hygiene, Inc.  
– Central Office*

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# LEAVE & ACCRUAL TRACKING SYSTEM

The **Leave and Accrual Tracking System**, or **LATS**, is an electronic timesheet that tracks employee leave, attendance and labor distribution.

If you need assistance, please contact the LATS Administrator at your institute first. If your LATS Administrator is unable to resolve your question or problem, please contact the Central Office at (518)486-4216 or e-mail the RFMH Lats Help Desk at [rfmhlatshelpdesk.omh.state.ny.us](http://rfmhlatshelpdesk.omh.state.ny.us)

## Logging On

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### *LOGGING ON THE FIRST TIME*

The first time you log on to LATS, you can create your own password.

1. Use the **RFMH Intranet Home Page** (<http://corporate.rfmh.org>) to go to the Web.
2. You may click on LATS located on the top of the page next to Main Menu, this will bring you to the RFMH Lats log in page (<https://rfmhlats.cma.com>).
3. Enter your assigned **User Name**. **Your assigned User Name is** \_\_\_\_\_ . This should be entered in all lower case letters with no spaces. Then you must enter your **Password** (this is the last 4 numbers of your **Social Security Number**). Click on the **Log In** button.
4. Set a new password by reentering the last four digits of your **Social Security Number** and a **New Password**. In the **Confirm Password** field, reenter your new password. Click on the **Set New Password** button.

Passwords:

- ✓ Must be at least 4 but no more than 20 characters long;
- ✓ Are case sensitive; and
- ✓ May contain letters, numbers, asterisks (\*), and underscores (\_).

*Sample Password:*

- PECHLIW
- \*10374\*

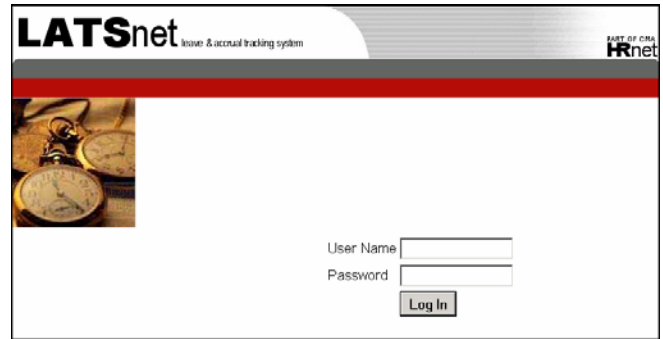
*To simplify logging in, create a shortcut on your Desktop (see Attachment A) or add to Favorites on the web (see Attachment B).*

**\*\*\*\*Please note: If the system asks you if you want Windows to remember your password, please say NO. If you say yes, you may have problems with accessing your time sheet.**

## SUBSEQUENTLY LOGGING ON

After you have set a new password, log on as follows:

1. Use the **RFMH Intranet Home Page** (<http://corporate.rfmh.org>) and click on LATS, this will bring you to the LATS log in page.
2. Go to <https://rfmhlats.cma.com> or **Log on from your desktop shortcut.**
3. Enter your **User Name** and **Password**, and then click the **Log In** button.



*Can't remember your password?  
Contact the **LATS Administrator** at your  
location.*

## YOUR TIMESHEET

When you successfully log in, what you see depends on whether you:

- ✓ Enter time in/time out;
- ✓ Enter present/absent; or
- ✓ Are a supervisor.

There is a header across the top of your timesheet with multiple tabs and access to different functions (e.g., **Print All**, **Log Out**). Under that, you will see the supervisor's name, the pay period displayed, personal and payroll information, and the status of your timesheet (e.g., **Unsubmitted**).



*All employees may not see  
all of the tabs shown  
above.*

The time entry area is the large grid in the upper part of your screen; this is where you enter your time in/time out or present/absent, charges to accruals, etc.

Extras	2/27 Thu	2/28 Fri	3/1 Sat	3/2 Sun	3/3 Mon	3/4 Tue	3/5 Wed	3/6 Thu	3/7 Fri	3/8 Sat	3/9 Sun	3/10 Mon	3/11 Tue	3/12 Wed	Extras
Day In	7:30AM	7:30AM			7:30AM	7:30AM	7:30AM	7:30AM	7:30AM			7:30AM	7:30AM	7:30AM	Day In
Lunch Out	1:00PM	1:00PM			1:00PM	1:00PM	1:00PM	1:00PM	1:00PM			1:00PM	1:00PM	1:00PM	Lunch Out
Lunch In	1:30PM	1:30PM			1:30PM	1:30PM	1:30PM	1:30PM	1:30PM			1:30PM	1:30PM	1:30PM	Lunch In
Day Out	3:30PM	3:30PM			3:30PM	3:30PM	3:30PM	3:30PM	3:30PM			3:30PM	3:30PM	3:30PM	Day Out
Tardy	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Tardy
Earned Non comp	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Earned Non comp
Paid comp (overtime)	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Paid comp (overtime)
OT meal	0	0	0									0	0	0	OT meal
Vacation	:00	:00	:00									:00	:00	:00	Vacation
Sick-regular	:00	:00	:00									:00	:00	:00	Sick-regular
Sick-family	:00	:00	:00									:00	:00	:00	Sick-family
Personal	:00	:00	:00									:00	:00	:00	Personal
Comp	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Comp
Holiday	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Holiday
Floater	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Floater
VRWS	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	VRWS
Misc Leave	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Misc Leave

**TIME IN / TIME OUT  
GRID**

	11/6 Thu	11/7 Fri	11/8 Sat	11/9 Sun	11/10 Mon	11/11 Tue	11/12 Wed	11/13 Thu	11/14 Fri	11/15 Sat	11/16 Sun	11/17 Mon	11/18 Tue	11/19 Wed	
Present	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Present
Absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Absent
OT meal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT meal
Vacation	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Vacation
Sick-regular	:00	:00	:00	:00								:00	:00	:00	Sick-regular
Sick-family	:00	:00	:00	:00								:00	:00	:00	Sick-family
Personal	:00	:00	:00	:00								:00	:00	:00	Personal
Comp	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Comp
Holiday	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Holiday
Floater	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	Floater
VRWS	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	VRWS
Misc Leave	:00	:00	:00	:00	:00	7:30	:00	:00	:00	:00	:00	:00	:00	:00	Misc Leave

**PRESENT / ABSENT  
GRID**

Summary totals are at the bottom of the timesheet. For more information, see page 16.

# Navigating Through LATS

To move from field to field in LATS:

- ✓ Use the **Mouse** to click in a field;
- ✓ Press the **Tab** key to move to the next field; and
- ✓ Press and hold the **Shift** key, then press the **Tab** key to move to the previous field.

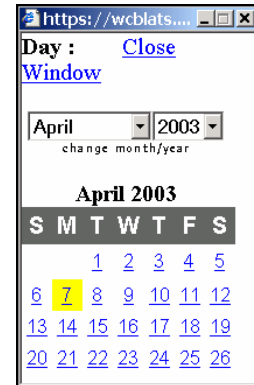
Use the *copy (Ctrl C) and paste (Ctrl V) function to copy data in one field into another.*

Press the **Delete** key to delete an entry.



The timesheet defaults to the current pay period. To go to a different pay period:

- ✓ Click on the **< prev** button or the **next >** button to change the pay period date, and then **click the go button; OR**
- ✓ Click on the **calendar** icon. In the pop up box, change the month and year, then click on the date. The pop up box closes automatically. **Click the go button.**



## Procedures

Generally, the procedures for electronic timesheets are as follows. **You should fill out your timesheet on a daily basis.**

1. Log on to LATS.
2. Enter either hours worked, or indicate present or absent.
3. Enter overtime, charges against accruals, and miscellaneous leave, if applicable.
4. **Save.**
5. Submit to your supervisor if it is the end of the pay period.
6. Log off.

NOTE: It is best to Logoff when finished rather than closing with the X.

*Do not leave your electronic timesheet open for extended periods of time. LATS has a "timeout" feature that automatically logs you off the system if you do not **save** or refresh for a period of 15 minutes. Any entries that are made during this period will be lost. To prevent this from happening, get in the habit of **frequently saving** or refreshing your entries.*

## Recording Time – Time In/Time Out

If you are required to enter **Time In/Time Out** on your timesheet, fill out the time entry area as follows:

1. Click in the **Day In** field, and enter the time you started work.
2. Go to the **Lunch Out** field, and enter the time you went to lunch.
3. Go to the **Lunch In** field, and enter the time you returned from lunch.
4. Go to the **Day Out** field, and enter the time you ended work.

*Enter your time as follows:*

- *With a colon between the hours and minutes.*

*There are AM and PM defaults set for the **Day In** and **Day Out** fields. In some cases, you must override the default by entering AM or PM (lower case or upper case). From 12:00 noon to 11:59 in the evening is PM. From midnight to 11:59 in the morning is AM.*

**Please remember that all times must be on 15 minute intervals.**

If you have an alternate work schedule (AWS) that has been approved by your supervisor, a check mark will be in the box on the **AWS** line for your regular days off.

### LEAVE AND RETURN FOR OTHER THAN LUNCH

**Extras** If you leave and return to work for other than your lunch period, e.g. medical appointments, etc., click on the **Extras** button to see an expanded version of your timesheet. On this screen, there are additional out/in rows but no **Lunch Out/Lunch In** rows.

1. Click in the **Day In** field, and enter the time you started work.
2. Tab to the **Out** field, and enter the time you first left work.
3. Tab to the **In** field, and enter the time you returned.
4. There are three **Extra Out/Extra In** pairs on this screen. Enter any additional periods of time when you left and returned to work.
5. Tab to the **Day Out** field, and enter the time you ended work.

	7/31
	Thu
Day In	7:30AM
Out	10:00AM
In	11:30AM
Extra Out	12:30PM
Extra In	1:00PM
Extra Out	
Extra In	
Extra Out	
Extra In	
Day Out	5:00PM

*You must use AM and PM when entering time in any Extra Out/Extra In pair. From 12:00 noon to 11:59 in the evening is PM. From midnight to 11:59 in the morning is AM.*

### ***EARNED NON-COMPENSATORY OVERTIME***

Enter earned overtime (hours worked in excess of 37.5 hours but below 40 hours) in the **Earned Non comp** field. Enter the number of hours and minutes separated by a decimal point. For example, if you have 2-1/4 hours of earned overtime, enter **2.25**. Overtime can only be entered in 15 minute increments.

### ***PAID COMPENSATORY OVERTIME***

Enter paid overtime (hours worked in excess of 40 hours) in the **Paid comp (overtime)** field. Enter the number of hours and minutes separated by a decimal point. For example, if you have 1-3/4 hours paid overtime, enter **1.75**. Overtime can only be entered in 15 minute increments.

## **Recording Time – Present/Absent**

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If you are required to enter **Present/Absent** on your timesheet, fill out the time entry area as follows:

1. If you were at work for all or any part of the day, click on the check box in the **Present** row.
2. If you were absent all or any part of the day, click on the check box in the **Absent** row.

If you only check **Present**, no other entries are required. However, if you check **Absent**, you will have to charge Accruals or Miscellaneous Leave for the time you were absent.

If you have an alternate work schedule (AWS) that has been approved by your supervisor, a check mark will be in the box on the **AWS** line for your regular days off.

## **Holidays**

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For ***full time employees***, holidays are automatically recorded on your timesheet; no entry is necessary. You will see a reminder across the top of the time entry area.

Holiday - 12/25/03		
<b>Extras</b>	12/18 Thu	12/19 Fri

If you are ***less than full time or on an AWS***, contact the LATS Administrator at your location for instructions on recording holidays on your timesheet.

# Charges Against Accruals

Enter charges against the following categories of leave accruals:

- ✓ Vacation (i.e. annual leave),
- ✓ Sick-regular (sickness related directly to yourself),
- ✓ Sick-family( Xickness related to a family member),
- ✓ Personal,
- ✓ Holiday,
- ✓ Floater.

Enter the number of hours and minutes separated by a decimal point. For example, if you took 7-1/2 hours of vacation time, enter **7.50**.

If you need to charge your accruals, but your balances are exhausted, contact the Human Resources Department at your location.

## Miscellaneous Leave

**Miscellaneous Leave** is used to charge time to RFMH-specific codes, such as jury duty or leave without pay.

To record Miscellaneous Leave:

1. Click on the **Misc Leave** drop down box located under your time grid.
2. Select the **Description** from the drop down menu.
3. In the **Amount** field, enter the number of hours and minutes separated by a decimal point. For example, if you had 7-1/2 hours of jury duty, enter **7.50**.
4. Click the **Add** button. Your selections will be displayed.
5. Repeat this process to add any other Miscellaneous Leave.
6. To delete a row, put a check mark in the box to the left of the row, and click the **Delete Selected Rows** button.
7. When through, click the **Save** button. This takes you back to your timesheet. Charges appear in the Miscellaneous Leave row.

*If you charge time to Miscellaneous Leave, **documentation** may be required. For more information and instructions, see Attachment C.*

Delete Selected Rows				Save
Day	Description	Amount		
Thu - 4/8/2004	Please Select A Miscellaneous Code.		View Description	Add
Day	Description	Amount		
<input type="checkbox"/> Fri - 4/9/2004	10101:Vacation Lv used for Sick Leave	7.50		
<input type="checkbox"/> Thu - 4/8/2004	10815:Jury Duty	7.50		
<input type="checkbox"/> Wed - 4/21/2004	10802:Picnic	7.50		
				Save

Review the list of Miscellaneous Leave codes to become familiar with the choices that are available. Click on View Description for an explanation, if necessary.

The screenshot shows the LATSnet interface. The main window displays a timesheet for KATHY J PRATT, FY: 2003 - 10. A table lists entries with columns for Day, Description, and Amount. One entry is highlighted: Thu - 7/31/03, 10803 - Blood Donation/Bone Marrow Donation. A blue circle highlights the 'View Description' link next to this entry. A blue arrow points from this link to a pop-up window titled 'Miscellaneous Code Description'. The pop-up window contains a table with columns: Charge Code, Charge Description, and Charge Narrative. The entry for 10803 is shown: Blood Donation/Bone Marrow Donation, with a narrative: 'Leave with pay without charge to leave credits to donate blood or for bone marrow donation'. The pop-up window also has a 'Close Window' button.

Some leaves, such as workers compensation, military leave, and sick leave with half pay require assistance from the Human Resources Department. Go to Attachment D for a list of those leaves. Please contact the Human Resources Department as soon as you know this type of leave is needed.

**Save**

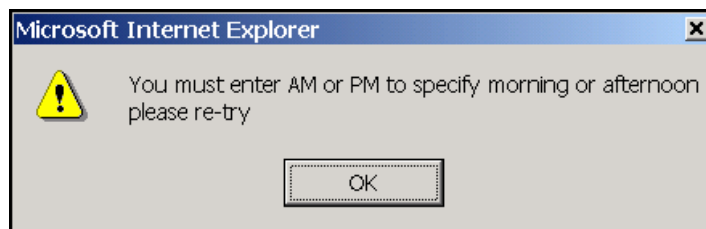
**Save**

When you are finished entering data, **save** it by clicking on the **Save** button. **Save** buttons can be found at the top right and bottom right corners of the timesheet.

*Do not leave your electronic timesheet open for extended periods of time. LATS has a "timeout" feature that automatically logs you off the system if you do not **save** or refresh for a period of 15 minutes. **Any entries that are made during this period will be lost.** To prevent this from happening, get in the habit of **frequently saving** or refreshing your entries.*

## Error Messages and Notices

Whenever you **save** information, LATS checks it for problems. If you have made a mistake entering data, such as omitting AM or PM, you will get an **error message**.





If you realize you have made an error after you have submitted your timesheet, click the **UnSubmit** button or **UnSubmit** in the header. If the timesheet has not already been approved, it will be removed from the supervisor's work queue and returned to you. Now you can make the correction and resubmit the timesheet.

Your supervisor will review your timesheet. If it is acceptable, it will be approved. The **Status** on your timesheet will change from **Submitted** to **Approved**.

If there is a problem on your timesheet, your supervisor will send it back to you for correction. Once the problem has been corrected, you can resubmit it.

## Supervisor Responsibilities

If you are a supervisor, and timesheets have been submitted for your approval, you will see the **Approval List** screen when you click on the **My Timesheet** tab. (If nothing is waiting to be approved, your own timesheet will be displayed.)

Employee Name	Pay Period	Timesheet Status	Tardy	Annual Leave	Sick Leave	Personal Leave	CompTime	Holiday	Misc Leave	Part Time
J. Boyd	2004-2	Submitted	Y	0	3.00	0	0	5.00	0	0

### APPROVAL LIST

From the **Approval List**, click on the employee's name to display his or her timesheet. You can either approve the timesheet, or send it back to the employee for correction.

If you are satisfied with the information presented, and all attendance, leave, overtime, etc., click the **Approve** button or click **Approve** on the header.

In the pop up box, click **OK** to certify that, to the best of your knowledge, the timesheet is correct.

Again, remember that the timesheet is a legal document and must be accurate with respect to attendance, leave use and overtime worked.

If you are not satisfied with the information presented, click the **UnSubmit** button or **UnSubmit** on the header. This will send the timesheet back to the employee for correction. Be sure to notify the employee of the reason for its return.



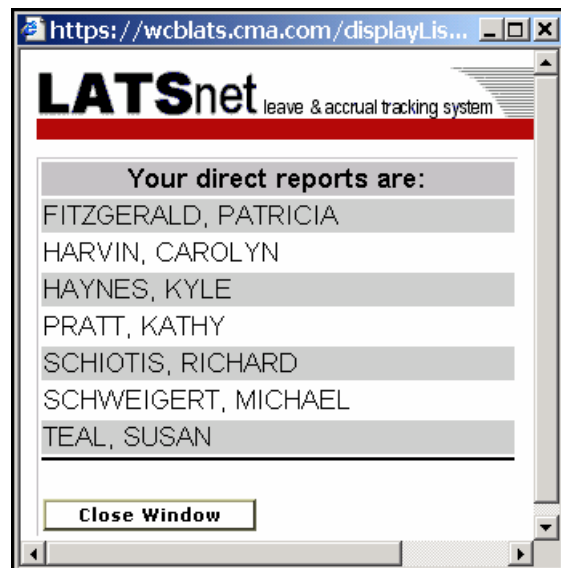
To go to your own timesheet, click on the **Timesheet** tab.

### DISPLAY OPTIONS



By default, you will see a list of timesheets waiting for approval. However, you have other display options. You can view a list of **Approved Timesheets**, **Unapproved Timesheets**, or **Unsubmitted** timesheets by selecting one of those options, and then clicking the **go** button. Select the **Alternate** box and click the **go** button to see a list of employees who you have been designated as an Alternate Supervisor.

Click on **Direct Reports** (just below the tabs) to view a list of employees who you have been designated as their supervisor. Click on **Alternate Reports** to view a list of employees who you have been designated as their alternate supervisor.



## ERRORS

If a timesheet was recently approved by mistake:

1. Display the **Approved Timesheets**.
2. Click on the employee's name to display his or her timesheet.
3. Click the **UnApprove** button or **UnApprove** in the header. This will send the timesheet back to the employee for correction. Be sure to notify the employee of the reason for its return.

Misc Leave	Payments			
UnApprove	Print	Print All	Chg. Password	Log Out
Name: <u>KATHY J PRATT</u>		Status: <u>Approved</u>		

A supervisor **cannot UnApprove** a timesheet once it has been processed and approved by aLATS Administrator. (The **Status** will be **Processed**.) Call the LATS Administrator at your location if it is necessary to adjust a processed timesheet.

**Status:** Processed

*Even though the electronic timesheet has some built-in edits and calculations, supervisors and alternate supervisors still need to **check an employee's timesheet very carefully**. For example, ask yourself the following questions:*

- *Have all absences been charged to the appropriate accruals?*
- *Do they have any Miscellaneous Leave? Did I look at Miscellaneous Leave tab to make sure that it has been properly recorded?*
- *If taking one of the leaves listed on Attachment C, inquire whether the employee submitted proper documentation to the Human Resources Department?*
- *If taking one of the leaves listed on Attachment D, inquire whether the employee contacted the Human Resource Department for assistance?*
- *Did they claim any overtime? Has it been recorded properly? Has a overtime voucher been submitted for payment?*

## Calculated Totals, Balances and Earnings, and Work Totals

Summary totals are at the bottom of your timesheet. They are recalculated every time you click the **Save** button.

Time Worked	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	0	7.50	6.75	7.50	Time Worked
Charges	0	0	0	0	0	0	0	0	0	0	0	0	0.75	0	Charges
Total Time	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	0	7.50	7.50	7.50	Total Time
	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	

Balances and Earnings								Save	Submit
Balance Projection	Vacation	Sick	Personal	Non-Comp	Holiday	Floater	VRS/RS		
Starting Balances	295.25	156.00	37.50	2.50	0	11.25	0		
Charges	0	0	0	0	0	0.75	0		
Earnings	5.75	0	0	0	0	0	0		
Tentative Balances	301.00	156.00	37.50	2.50	0	10.50	0		

Work Totals					
	Time Worked	Charge Totals	Worked + Charges	Non-Comp Time	Comp Paid
Week 1	37.50	0	37.50	0	0
Week 2	36.75	0.75	37.50	0	0

## CALCULATED TOTALS

At the bottom of the time entry area:

- ✓ **Time Worked:** Total number of hours worked each day.
- ✓ **Charges:** Total number of hours charged to accruals.
- ✓ **Total Time:** Sum of **Time Worked** less **Charges**.

## BALANCES AND EARNINGS

For each accrual category:

- ✓ **Starting Balances:** Number of accrued hours at the beginning of the pay period.
- ✓ **Charges:** Number of hours charged during the pay period.
- ✓ **Earnings:** Number of hours earned during the pay period.
- ✓ **Tentative Balances:** Number of hours you have accrued at the end of the pay period. (This is labeled "tentative" because subsequent audits may cause it to change.)

*Automatic adjustments to your **accruals** have been built into the system. You will not see your **Sick and Vacation Earnings** until the 7<sup>th</sup> day of the pay period. That is when they are considered earned.*

In this section, click on **Non-Comp** to get a summary of your non-comp balances for the current and previous fiscal years.

Balances and Earnings			
Sick	Personal	<b>Non-Comp</b>	
156.00	37.50	2.50	
0	0	0	0



You can also click on **Balance Projection** to get a summary of your projected balances through a specified date.

## WORK TOTALS

For each pay week in the pay period:

- ✓ **Time Worked=** Total time worked.
- ✓ **Charge Totals=** All charges to accruals.
- ✓ **Worked + Charges=** Sum of the **Time Worked** less **Charge Totals**.
- ✓ **Non Comp Time=** Any non-compensated overtime.
- ✓ **Comp Paid=** Any compensated overtime.

# Printing Your Timesheet

LATS is a secure application that retains your timesheets online and provides complete historical records. Therefore, **it is not necessary to print a paper copy of your timesheet every two weeks.** However, there are times when it may be necessary to print your timesheet, (e.g. provide a copy with the submission of your Overtime Voucher).

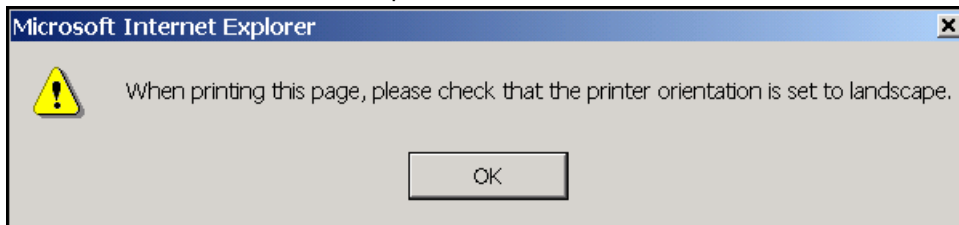
1. Go to the timesheet for the pay period that you wish to print. Confirm by looking at the pay period information displayed in the top left corner.

**FY: 2003 - 10 (7/31/03 to 8/13/03)**

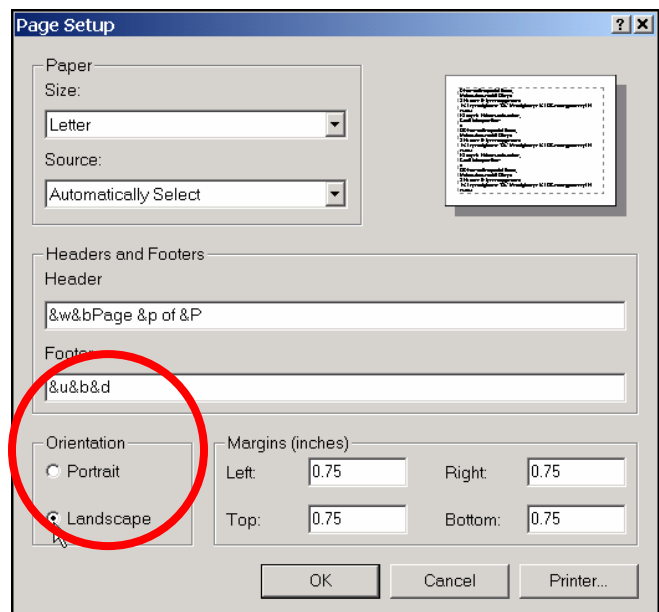
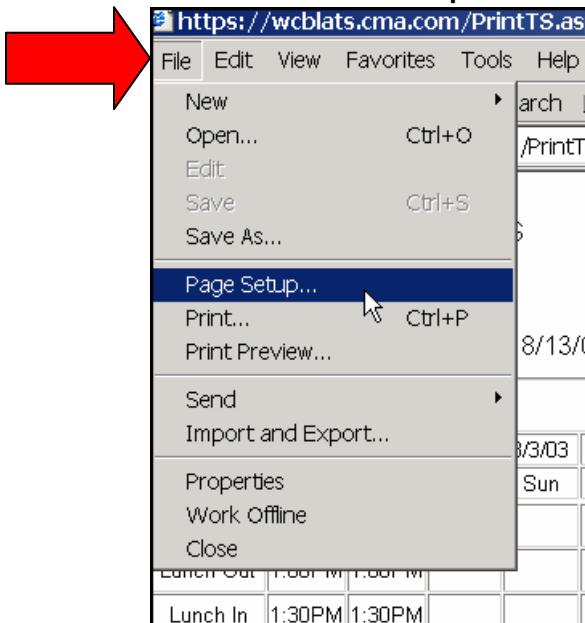
2. Click on **Print All** in the header of your timesheet. (This will print everything, including the timesheet, accruals, and Miscellaneous Leave.) A black and white version of your timesheet suitable for printing will be displayed.



3. In a pop up box, you will see a reminder that the printer orientation must be set for landscape. Click the **OK** button.



4. Unless you are sure that your printer orientation is set for landscape, click on **File** on the Internet Explorer menu bar, and select **Page Setup**. In the **Page Setup** pop up box, click on the radio button in front of **Landscape** in the lower left corner, then click the **OK** button.



5. You are now ready to print by

choosing one of the following options:

- ✓ Click on **File** on the Internet Explorer menu bar, and select **Print**. Click the **Print** button in the **Print** pop up box.
- ✓ Press **Control + P** on your keyboard. Click the **Print** button in the **Print** pop up box.
- ✓ Click the **Print** button on the tool bar.



6. To return to your timesheet, click on the **Go Back to Timesheet** button.

Go Back to Timesheet

## Logging Off

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After you have **saved** your entries, click on **Log Out** in the header. You can now close Internet Explorer.

*Do not leave your electronic timesheet open for extended periods of time. LATS has a "timeout" feature that automatically logs you off the system if you do not **save** or refresh for a period of **15 minutes**. **Any entries that are made during this period will be lost.** To prevent this from happening, get in the habit of **frequently saving** or refreshing your entries.*

## Getting Help

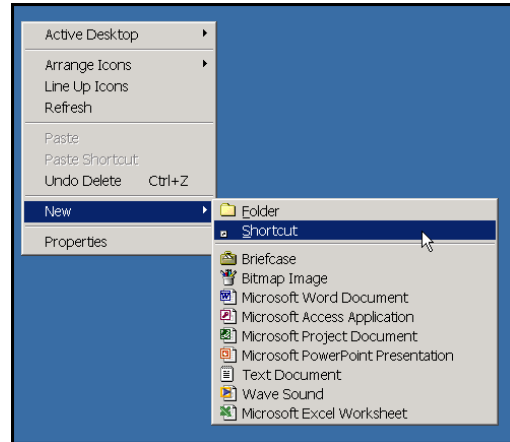
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If you have a question or problem, help is available from the Human Resources Department or the LATS Administrator at your location, or call Central Office at 518-486-4216. For a written response Email your questions to the LATS Help Desk ([www.rfmhlatshelpdesk.omh.state.ny.us](http://www.rfmhlatshelpdesk.omh.state.ny.us)).

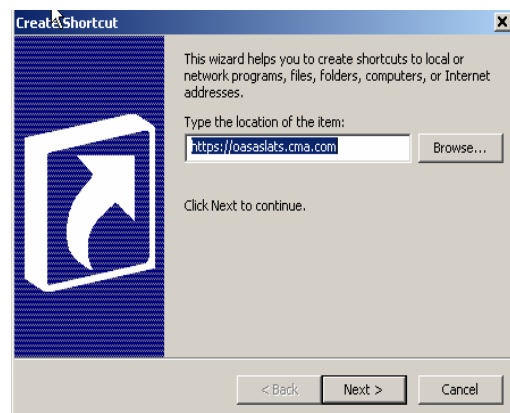
## CREATING A SHORTCUT ON YOUR DESKTOP

**Step 1** - RIGHT CLICK ON YOUR DESKTOP.

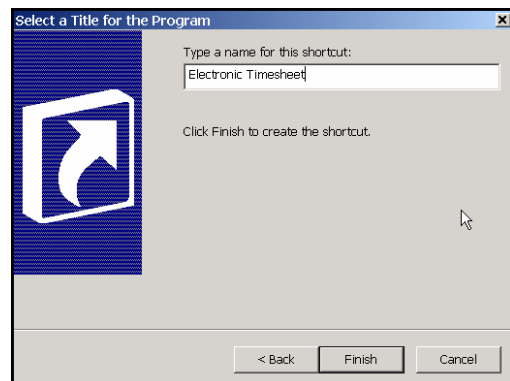
**Step 2** - GO TO **NEW** → **SHORTCUT**.



**Step 3** - ENTER THE WEB ADDRESS <https://rfmhlats.cma.com> AND CLICK THE **NEXT** BUTTON.



**Step 4** - ENTER A NAME FOR THE SHORTCUT AND CLICK THE **FINISH** BUTTON.

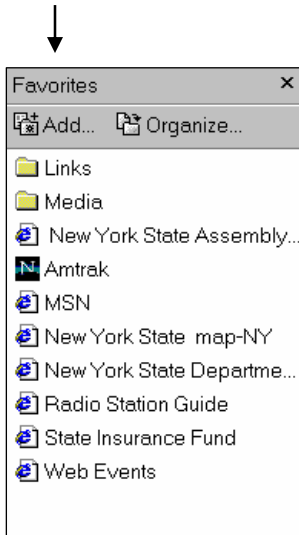


THE SHORTCUT WILL AUTOMATICALLY APPEAR ON YOUR DESKTOP.

## ADDING A WEB SITE TO YOUR FAVORITES

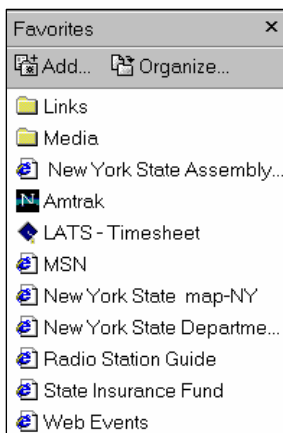
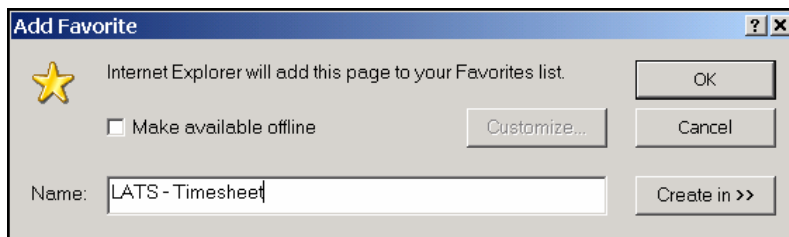
**Step 1** – GO TO OASAS Intranet Home Page and type in <https://rfmhlats.cma.com> in the address.

**Step 2** – CLICK ON THE **Favorites** BUTTON. THIS OPENS THE **Favorites** PANE.



**Step 3** - CLICK ON THE **Add...** BUTTON.

**Step 4** – IN THE **Add Favorite** POP UP BOX, LOOK AT THE **NAME** FIELD. YOU CAN LEAVE IT AS IS, OR ENTER A DIFFERENT NAME. CLICK THE **OK** BUTTON.



THE NEXT TIME YOU GO TO THE WEB, CLICK ON THE **Favorites** BUTTON TO BRING UP THE **Favorites** PANE. THE NAME OF YOUR FAVORITE WEB SITE HAS BEEN ADDED TO THE LIST; CLICK ON IT TO GO THAT WEB SITE.

CLOSE THE **Favorites** PANE BY CLICKING ON THE **CLOSE** BUTTON IN THE UPPER RIGHT CORNER.



## **DOCUMENTATION REQUIREMENTS FOR CERTAIN MISCELLANEOUS LEAVES**

If you charge **Miscellaneous Leave** for time away from work for any of the following reasons, supporting documentation may be required:

- Family Medical Leave
- Jury Duty
- Military Leave With Pay
- Military Leave Without Pay
- Conferences, Meetings, or Trainings
- Sick Leave Absence Of 5 Or More Consecutive Work Days Due to Personal or Family Illness
- Sick Leave at Half Pay
- Subpoenaed Appearance
- Volunteer Emergency Response

Send the supporting documentation:

**Research Foundation for Mental Hygiene, Inc.  
Attn: Human Resources  
Riverview Center  
150 Broadway – Suite 301  
Menands, New York 12204**

If you would like confidentiality, please insert in a sealed envelope marked, “Confidential – Director of Human Resources”.

**Be sure to keep a copy for your personal records.**

## MISCELLANEOUS LEAVE – CONTACT THE HUMAN RESOURCES DEPARTMENT

All employees do not have access to the Miscellaneous Leave codes listed below. You must contact the Human Resources Department if you believe you have a need to charge these codes:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>▪ Workers' Compensation Leave</li><li>▪ Short Term Disability (STD) Leave without Pay</li><li>▪ Long Term Disability (LTD) Leave without Pay</li><li>▪ Vacation Leave Short Term Disability (STD)</li><li>▪ Vacation Leave used for Long Term Disability (LTD)</li><li>▪ Sick Leave used for Short Term Disability (STD)</li><li>▪ Sick Leave used for Long Term Disability (LTD)</li></ul> | <ul style="list-style-type: none"><li>▪ Personal Leave used for Short Term Disability (STD)</li><li>▪ Personal Leave used for Long Term Disability (LTD)</li><li>▪ Floating Holiday Leave used for Short Term Disability (STD)</li><li>▪ Floating Holiday Leave used for Long Term Disability (LTD)</li><li>▪ Holiday Leave used for Short Term Disability (STD)</li><li>▪ Holiday Leave used for Long Term Disability (LTD)</li></ul> |
|---|--|

Please contact the Human Resources Department as soon as you know this leave is needed.