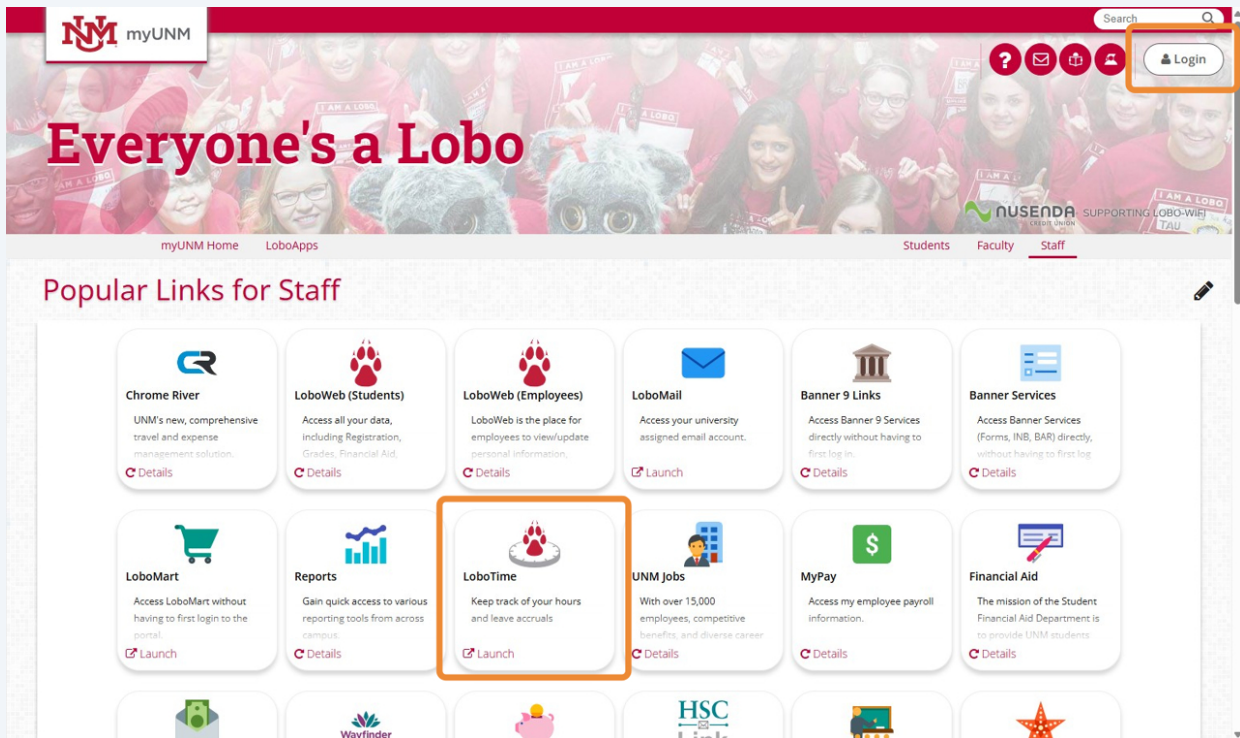


1.1. Supervisor Job Aid: General Access & Dashboard

1 Login to my.unm.edu. Click on the LoboTime tile to open the program.



2

Alternatively, once logged in, click on the LoboTime link under UNM Business Applications.

The screenshot displays the myUNM website interface. At the top, there is a navigation bar with the myUNM logo, a search bar, and a 'Logout' button. Below the navigation bar, there are tabs for 'Student Life', 'Employee Life', and 'Student Guide'. The main content area is divided into three columns:

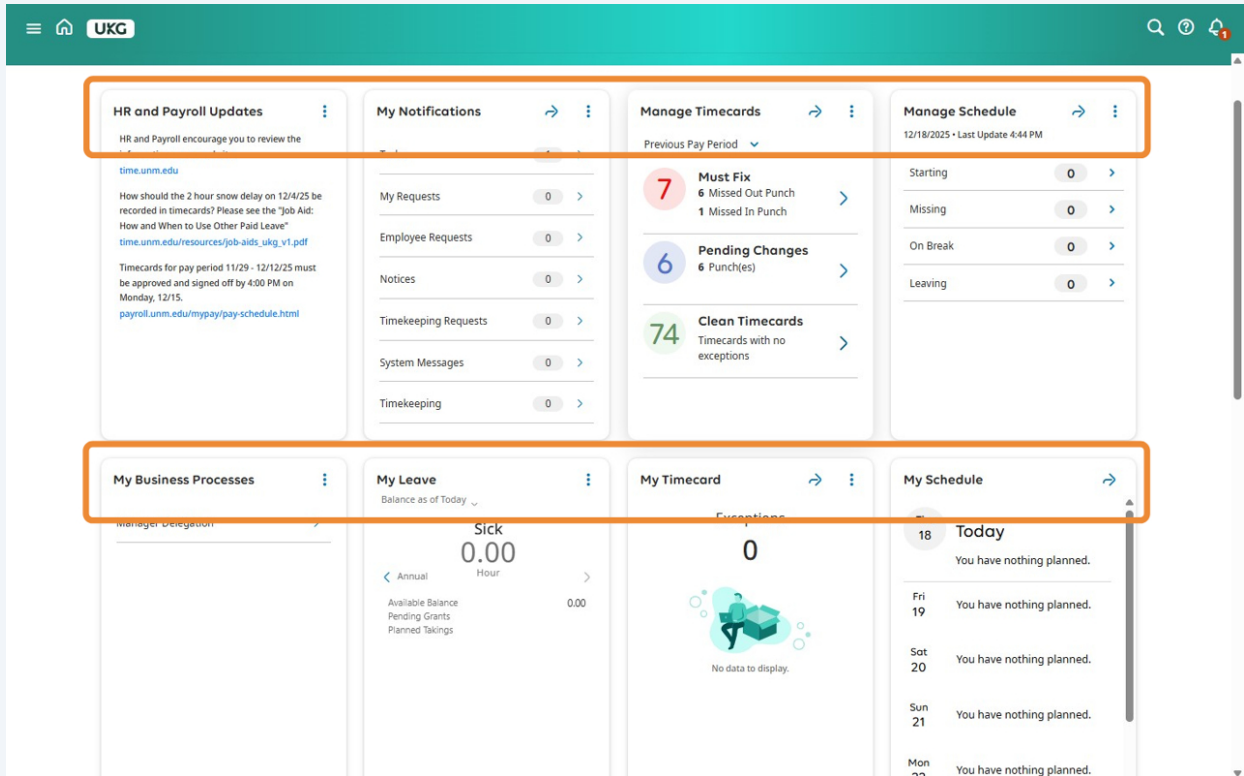
- Human Resources:** Contains links for General Information (HR Website, EAPF Resource Page, Employment Knowledge Base, Salary Structure Table, Standard Time Sheet for Staff) and Staff Resources (Counseling Assistance and Referral Services (CARS), Ombuds Services, Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Resource Center, HR Consulting Services, Office of Equal Opportunity (OEO), Training (Employee and Organizational Development - EOD), Employee Wellness).
- LoboWeb (Employees):** Features a red 'ENTER LOBOWEB' button, quick links for Employee Dashboard, Benefits, Finance, and Bursar Account, and a notice about LoboWeb being unavailable on Saturdays.
- UNM Business Applications:** Lists various systems including Banner 9 Forms, Chrome River, Pending Graduation Form, Degree and Retro Degree Awarding, Employee Dashboard, LoboWeb, LoboAchieve, StudentHub, LoboTime (highlighted with an orange box), LoboTime Desktop Audit, UNMJobs, Performance Evaluations, Workflow, AppReview TargetX GradApp, GradForms, Learning Central, Reporting (E-Print, HR Reports, MyReports), and Banner Resources (Banner Authorization Requests, Report a Duplicate Person/Non-person, Search Class Schedule, Search Course Catalog, Purchasing Department Website).

A red arrow points to the 'Banner Announcements' section at the bottom of the LoboWeb (Employees) column.

3

Once logged in, you'll see a dashboard with multiple tiles. Some tiles are used more frequently than others. To open a tile, click the small arrow in its top corner or click on one of the carrots ">" to open a specific group of timecards.

To navigate back to the home screen, click on the small house icon on the top left corner.



4 Below are commonly used functions for supervisors.

The 'My Notifications' tile includes tasks that need to be completed and employee leave requests.

The 'Manage Timecards' tile shows how many timecards need attention due to missed or mistaken punches, and also how many timecards are "clean" and do not need any additional attention.

The 'My Leave' tile displays the supervisor's available paid leave balances, including Annual Leave, Sick Leave, and Paid Parental Leave. You can also submit Time-Off Requests from this tile.

The 'My Timecard' tile provides quick access to review one's own timecard.

--End--

