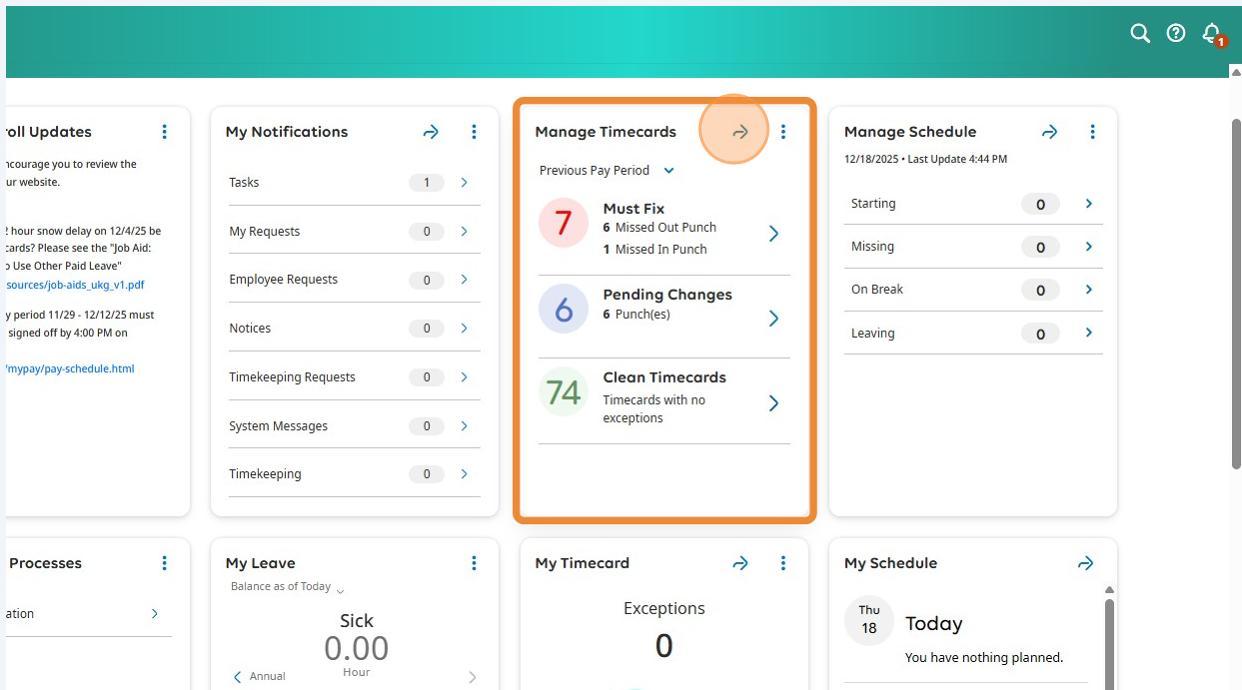


1.2. Supervisor Job Aid: Overview of a Non-Exempt Employee Timecard

1

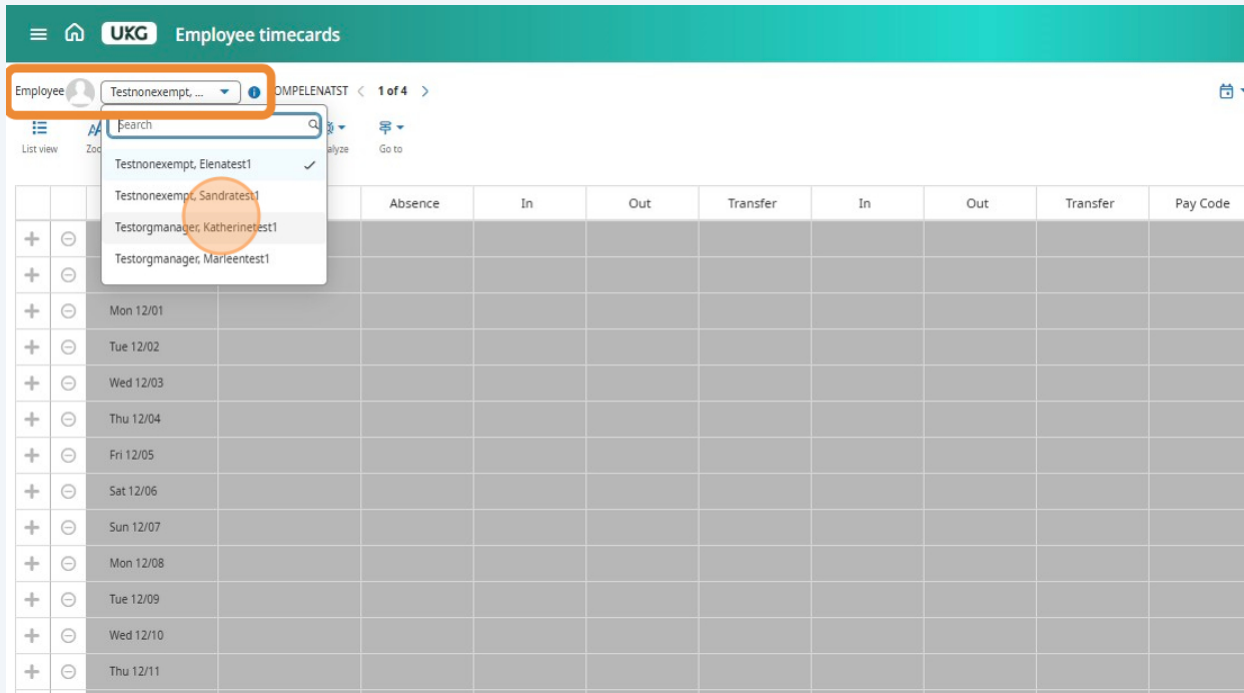
Login to LoboTime. Navigate to "Manage Timecards" and click on the arrow at the top of the tile to open. Alternatively, click on one of the carrots ">" to open a specific group of timecards.

For instructions on logging into LoboTime, refer to the *Supervisor Job Aid: General Access & Dashboard*.



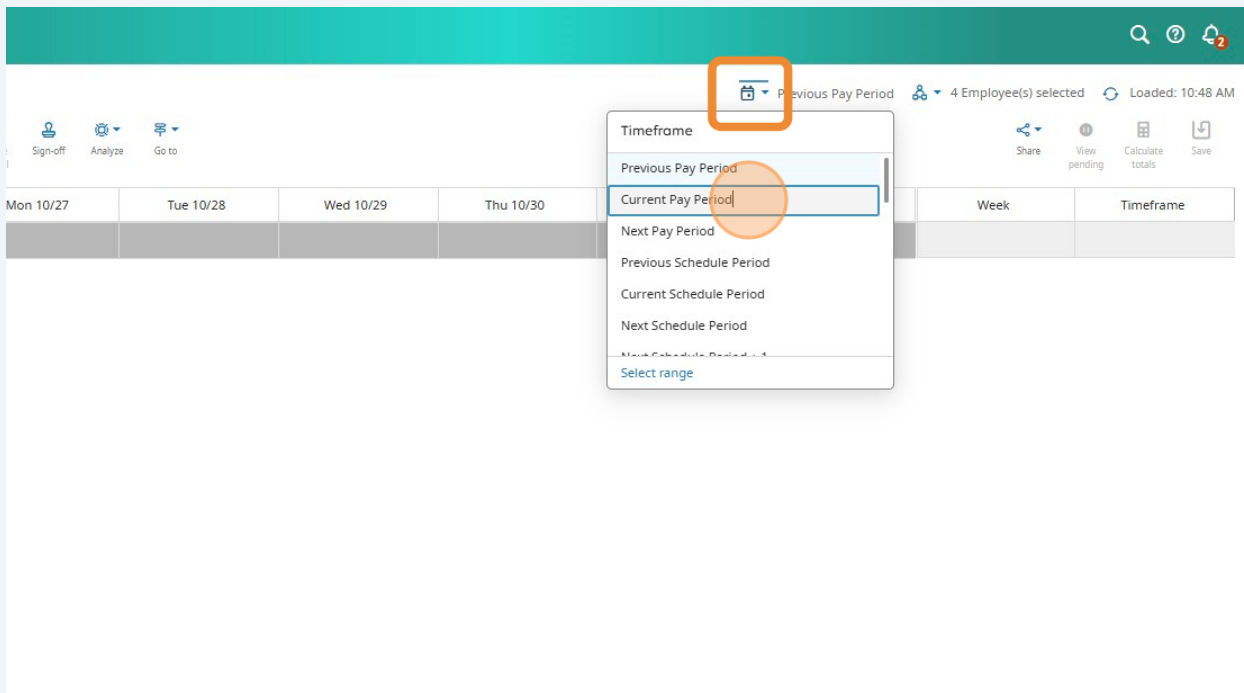
2

Next to Employee is a drop-down menu. Click on the menu to see a list of all employees within the selected timecard view. Click on a specific name to look at their timecard.



3

Once opened to a specific employee, click on the small calendar to see the timeframe options. Select the specific pay period or date range to review in greater detail.



4

The 'List View' screen will display all days within the selected pay period or date range, including all punches in and out, paid holidays, and any leave granted.

Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily
12/27												
12/28												
12/29									Winter Break	8.00		8.00
12/30									Winter Break	8.00		8.00
12/31									Winter Break	8.00		8.00
1/01									Winter Break	8.00		8.00
1/02									Winter Break	8.00		8.00
1/03												
1/04												
1/05			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00
1/06			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00
1/07			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00
1/08			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00
1/09			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00

5

The last 3 columns show totals for the shift, day, and a running total for the pay period. The cell on the bottom right corner will show the total paid hours for the pay period or date range selected.

Click 'List View' to navigate to 'Table View'.

Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sat 12/27													
Sun 12/28													
Mon 12/29									Winter Break	8.00		8.00	8.00
Tue 12/30									Winter Break	8.00		8.00	16.00
Wed 12/31									Winter Break	8.00		8.00	24.00
Thu 1/01									Winter Break	8.00		8.00	32.00
Fri 1/02									Winter Break	8.00		8.00	40.00
Sat 1/03													40.00
Sun 1/04													40.00
Mon 1/05			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	48.00
Tue 1/06			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	56.00
Wed 1/07			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	64.00
Thu 1/08			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	72.00
Fri 1/09			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	80.00

6

The 'Table View' screen will display all days within the selected pay period or date range, including all punches in and out, paid holidays, and any leave granted. In this example, the employee is taking 64 hours of leave.

The screenshot shows the 'UXG My Timecard' interface. At the top, there are navigation icons and a 'Current Pay Period' dropdown menu. Below this, a grid displays days from Dec 14 to Dec 27. Each day's entry includes punch times (In/Out), a 'Daily total' value, and a 'Total for date' value. A red box highlights the '64.00 hrs' value in the 'Current Pay Period' dropdown. The grid shows various leave types such as 'Annual Leave' and 'Winter Break' being applied to certain days. At the bottom, there are summary sections for 'Totals', 'Accruals', and 'Audit'.

Date	In	Out	Daily total	Total for date
Dec 14				
Dec 15				
Dec 16	8:00 AM	1:00 PM	8.00	8.00
Dec 17				
Dec 18				
Dec 19	8:00 AM	12:00 PM	8.00	8.00
Dec 20	1:00 PM	5:00 PM	8.00	16.00
Dec 21				
Dec 22				
Dec 23				
Dec 24				
Dec 25				
Dec 26				
Dec 27				

7

At the bottom of both the 'Table View' and 'List View' are options including 'Totals', 'Accruals', and 'Audits'. 'Totals' displays the number of paid leave hours used during the pay period. 'Accruals' shows the current leave balances, including annual leave, sick leave, and other paid leave. 'Audits' will be explained in greater detail at a later date.

--End--

The screenshot displays the 'UXG My Timecard' interface. At the top, it shows the current pay period and a total timecard value of 64.00. The main area is a grid of daily timecard entries for December 13th through 27th. Each entry includes the date, start and end times, and the total hours for that day. Some entries also show accruals for Annual Leave and Winter Break. At the bottom of the interface, there are three summary sections: 'Totals', 'Accruals', and 'Audits', which are highlighted with an orange border.