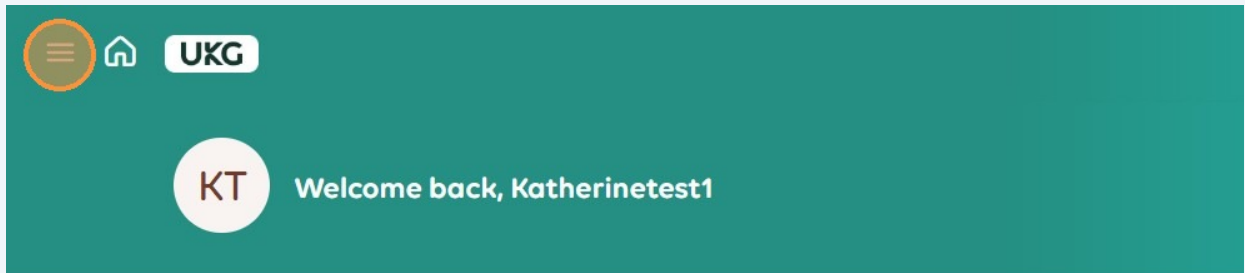


# 1.8.a. Supervisor Job Aid: How to Create Schedules for Non-exempt Employees (Ad hoc)

1 Login to LoboTime. Click on the three stacked bars in the upper left corner.

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



## HR and Payroll Uj

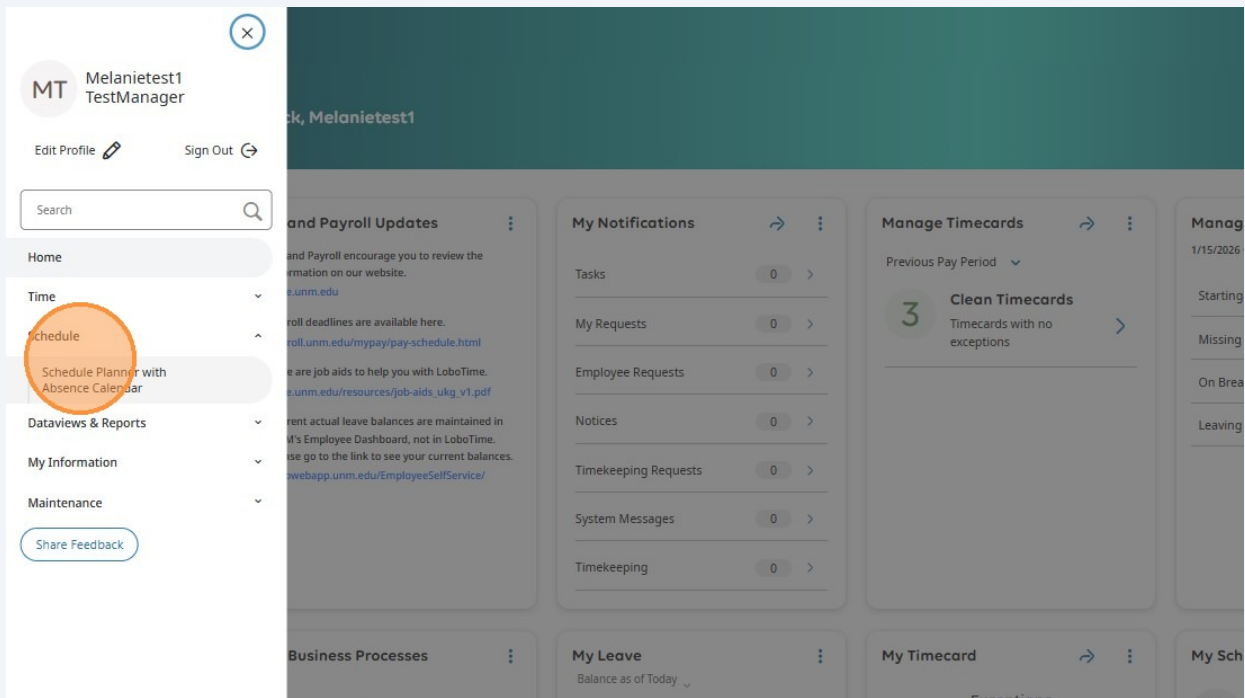
HR and Payroll encourag  
information on our webs  
[time.unm.edu](https://time.unm.edu)

Payroll deadlines are av:  
[payroll.unm.edu/mypay/](https://payroll.unm.edu/mypay/)

Here are job aids to help  
[time.unm.edu/resources](https://time.unm.edu/resources)

Current actual leave bal:

## 2 Under 'Schedule', click on 'Schedule Planner with Absence Calendar'.

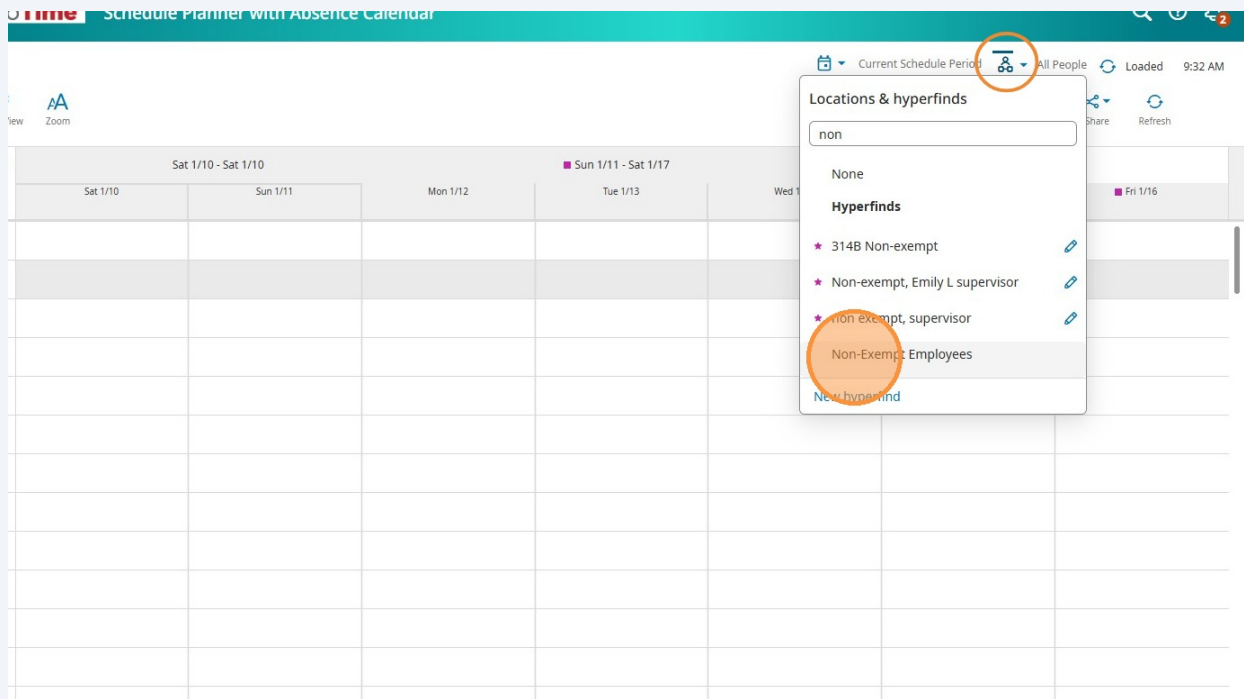


### Alert!

Schedules should only be added for **non-exempt (hourly)** employees. If schedules are added for exempt (salaried) employees, the timecard will show errors that can be cleared only when the schedule is removed.

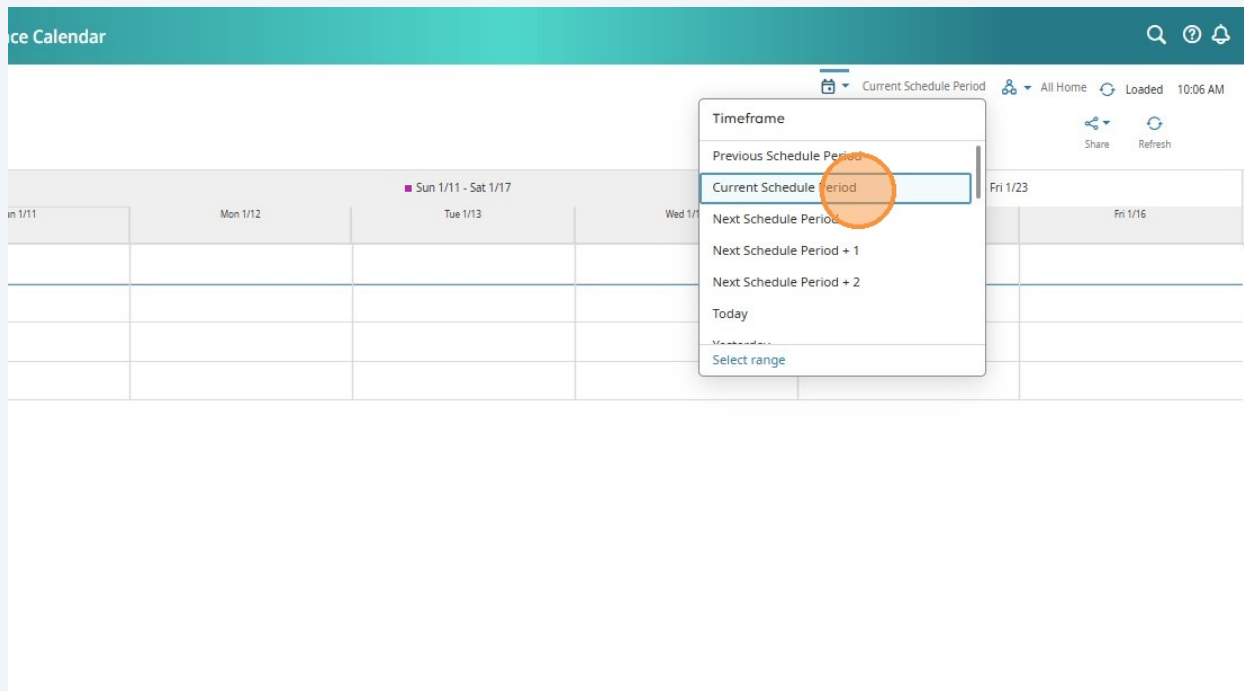
3

To ensure that schedules are added for non-exempt (hourly) employees only, use the Hyperfind to select 'Non-Exempt Employees'.



4

Click on the calendar icon to choose a schedule period. Each LoboTime schedule period is one week, starting on Sunday and ending on Saturday. **It is important to remember UNM pay periods start on Saturdays and end on Sundays.** The 'Current Schedule Period' is based on the day's date when clicked. For example, the 'Current Schedule Period' for January 16, 2026, covers January 11 (Sunday) to January 17 (Saturday), 2026.





### Follow the instructions for the schedule type you want to create.

Steps 5 - 9 provide instructions for creating a simple ad hoc (one-time) schedule with no lunch break and no index change.

Steps 10 - 21 provide instructions for creating an ad hoc schedule that includes an unpaid break and an index change.

## How to Create Simple Ad Hoc (One-Time) Schedules - No Lunch Break, No Index Change

5

Ad hoc schedules consist of one-time events that do not occur on a regular basis (i.e., a special event, graduation) or shifts without a consistent pattern (i.e., sports events).

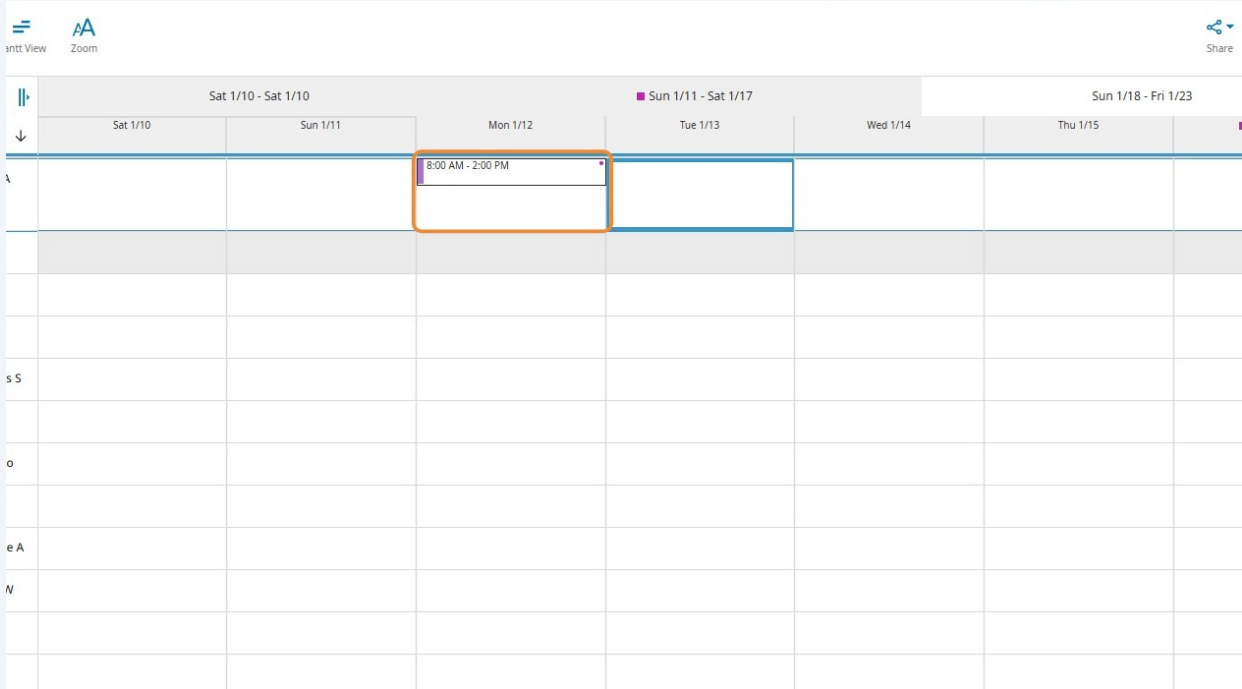
To add an ad hoc schedule, locate the correct employee and date. In the example below, an ad hoc schedule is being added for Monday, 01/12, for the first employee listed.

The screenshot shows the LoboTime Schedule Planner interface. The header includes the LoboTime logo and the title "Schedule Planner with Absence Calendar". Below the header, there are navigation options: "View by Employee", "Quick Actions", "Show / Hide", "Gantt View", and "Zoom". The main area is a calendar grid with columns for dates: Sat 1/10, Sun 1/11, Mon 1/12, and Tue 1/13. The rows list employees: Charlotte A, Claire D, Eric A, Ruth, Marcus S, Beatriz C, and Ernesto. An orange box highlights the cell for Charlotte A on Monday, 01/12, indicating that an ad hoc schedule is being added for this employee and date.

	Sat 1/10	Sun 1/11	Mon 1/12	Tue 1/13
<input type="checkbox"/> Charlotte A				
<input type="checkbox"/> Claire D				
<input type="checkbox"/> Eric A				
<input type="checkbox"/> Ruth				
<input type="checkbox"/> Marcus S				
<input type="checkbox"/> Beatriz C				
<input type="checkbox"/> Ernesto				

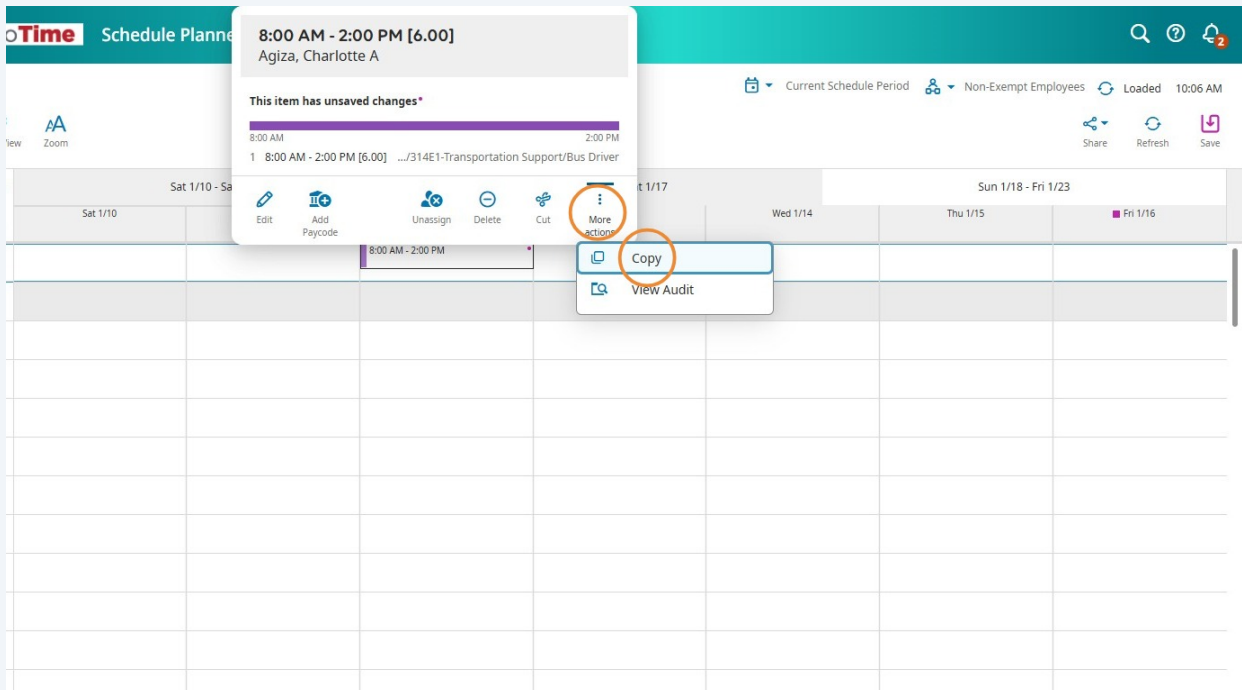
6

Click in the appropriate cell and then type in the schedule. Be sure to include 'am' and/or 'pm' as needed. In this example, a schedule is being added from 8 am - 2 pm.



7

A shift can easily be copied from one day to the next and/or to other employees. Right-click on the shift to be copied, click on 'More actions', and then click 'Copy'.



8

Right-click the cell where you want to apply the same schedule, click on 'More actions', and then click 'Paste'. Repeat as needed. Shifts can be copied across multiple days and to different employees.

The screenshot shows the 'With Absence Calendar' interface. On the left, a sidebar lists employees, with 'Charlotte A' selected. A toolbar contains icons for 'Add Paycode', 'Schedule Tag', 'Insert shift template', 'Restore', and 'Paste'. The 'Paste' icon is circled in orange. The main calendar grid shows a shift for 'Charlotte A' on 'Mon 1/12' from '8:00 AM - 2:00 PM'. An empty cell on 'Tue 1/13' is also circled in orange, indicating where the shift is to be pasted. The calendar header shows the current schedule period as 'Sun 1/11 - Sat 1/17'.

9

Once the ad hoc schedule(s) are entered, click 'Save'.

The screenshot shows the 'Absence Calendar' interface. The calendar grid displays a schedule for 'Sun 1/11 - Sat 1/17' and 'Sun 1/18 - Fri 1/23'. The 'Save' button in the top right corner is circled in orange. The calendar header shows the current schedule period as 'Sun 1/11 - Sat 1/17' and the time as '10:06 AM'.

# How to Create an Ad Hoc Schedule with Lunch Break and Index Change

10

Ad hoc schedules may need to include unpaid lunch breaks or be charged to a specific index. In this example, an ad hoc schedule is being added for Monday, 01/12, for the first employee listed, and it will include both a lunch break and an index change.

The screenshot shows the LoboTime Schedule Planner interface. The header includes the LoboTime logo and the title "Schedule Planner with Absence Calendar". Below the header, there are navigation options: "View by Employee" (dropdown), "Quick Actions" (lightning bolt icon), "Show / Hide" (eye icon), "Gantt View" (list icon), and "Zoom" (magnifying glass icon). The main area is a calendar grid with columns for "Sat 1/10", "Sun 1/11", "Mon 1/12", and "Tue 1/13". The rows list employees: Charlotte A, Claire D, Eric A, Ruth, Marcus S, Beatriz C, and Ernesto. An orange box highlights the cell for Charlotte A on Monday, 01/12, indicating an ad hoc schedule entry.

	Sat 1/10	Sun 1/11	Mon 1/12	Tue 1/13
<input type="checkbox"/> Charlotte A				
<input type="checkbox"/> Claire D				
<input type="checkbox"/> Eric A				
<input type="checkbox"/> Ruth				
<input type="checkbox"/> Marcus S				
<input type="checkbox"/> Beatriz C				
<input type="checkbox"/> Ernesto				

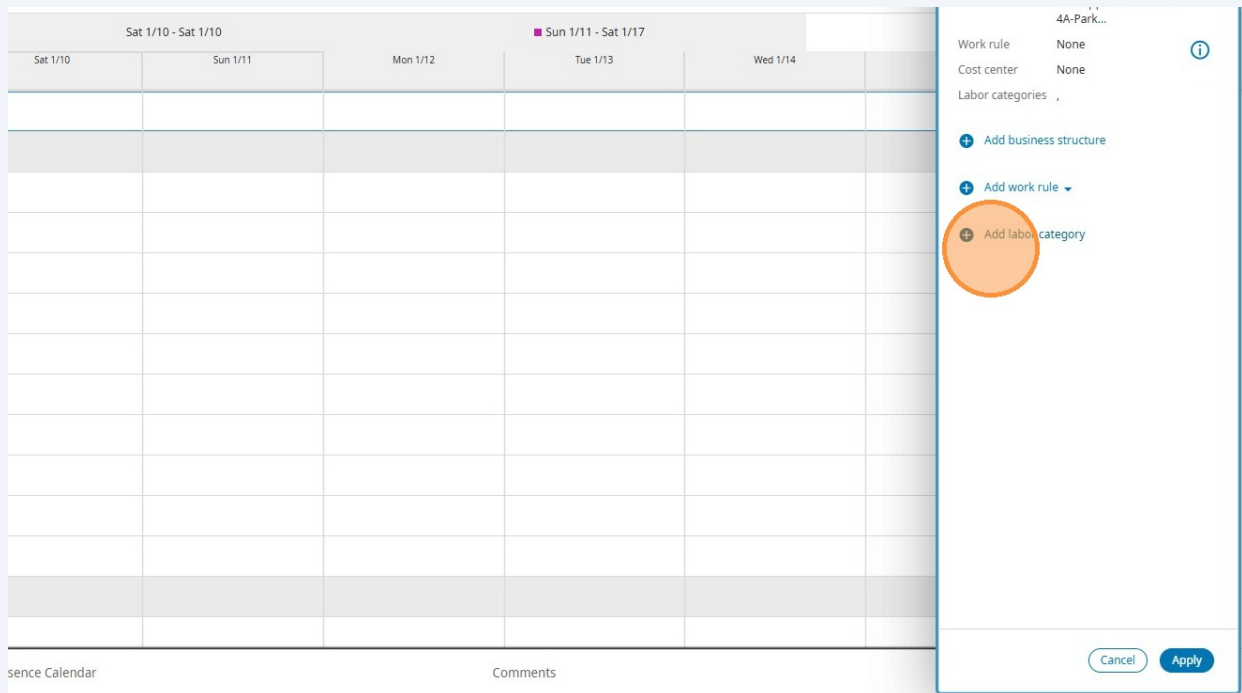
- 11 Right-click in the cell where you need to add an ad hoc shift, then click "Add Shift."

The screenshot shows the LoboTime Schedule Planner interface. At the top, there's a teal header with the LoboTime logo and the text "Schedule Planner with Absence Calendar". Below the header, there's a navigation bar with "employee" and "Current Schedule Period" dropdowns. A list of employees is on the left, including Charlotte A, Maire D, Ric A, Ruth, Marcus S, Beatriz C, Ernesto, and Thleen A. A grid shows the schedule for Charlotte A, with columns for dates from Sat 1/10 to Wed 1/14. A context menu is open over a cell in the grid for Charlotte A, listing options: Add Shift, Add Paycode, Schedule Tag, Insert shift template, Enter Time Off, and Restore. The "Add Shift" option is highlighted with an orange circle.

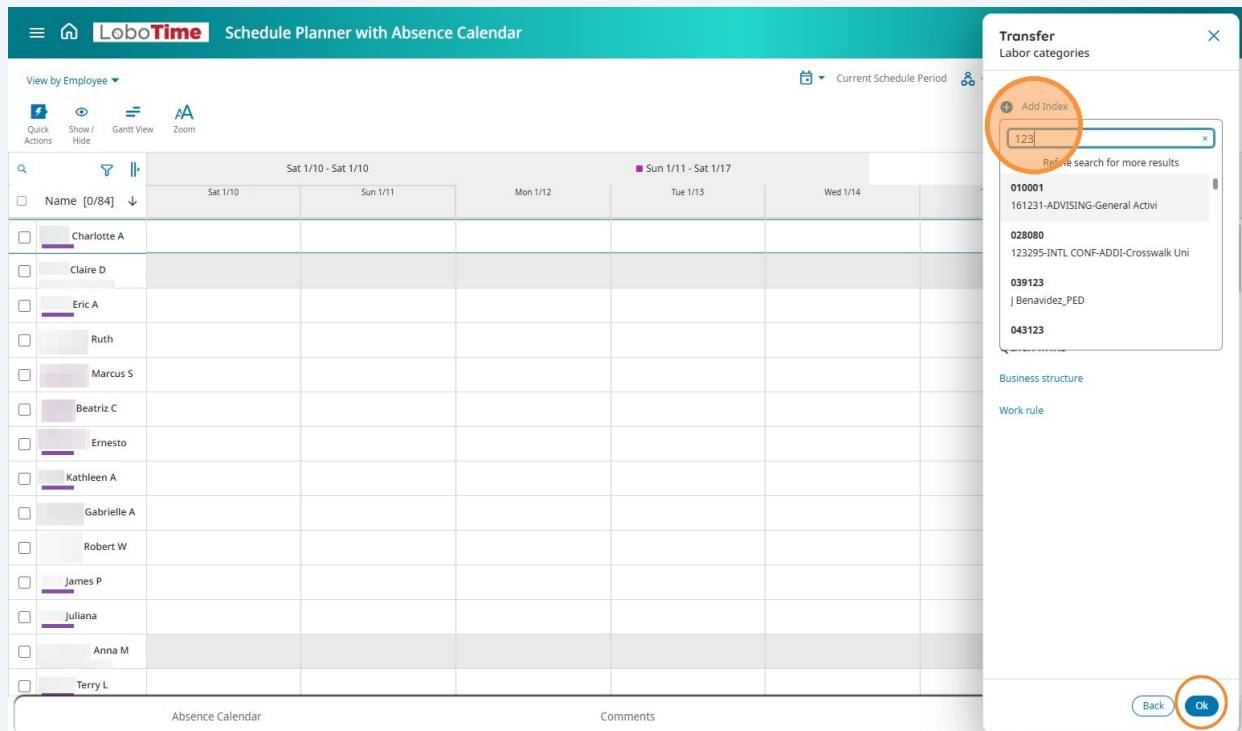
- 12 A box will pop up on the right side of the screen titled 'Add Shift'. Under 'Regular', enter the start and end times for the first part of the shift. Be sure to include 'am' and/or 'pm'. To transfer the index, click 'Transfer Employee'.

The screenshot shows the "Add Shift" dialog box overlaid on the schedule grid. The dialog has a title bar ".../Bus Driver". It features a "Use Template" section with a visual timeline from 2:00 PM to 7:00 PM. Below that is an "Add Segment" section with a dropdown menu set to "Regular" and a value of "[5.00]". The "Start Time" is set to "2:00 PM" and the "Start Date" is "1/12/2026". The "End Time" is set to "7:00 PM" and the "End Date" is "1/12/2026". A "Transfer Employee" button is highlighted with an orange circle. At the bottom, there's a "Comments [0]" field and a "Repeat this Shift For" field set to "1" Days. "Cancel" and "Apply" buttons are at the bottom right.

13 Under the 'Transfer' option, click 'Add labor category'.

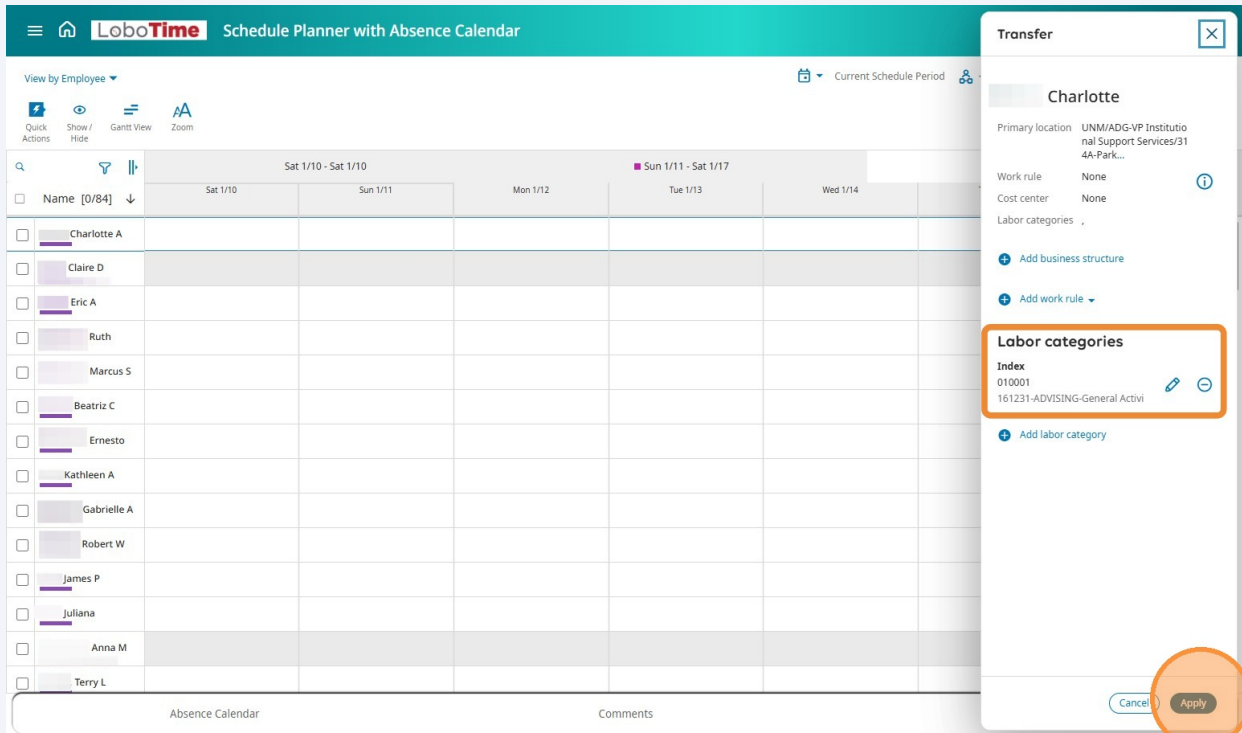


14 Click 'Add Index' and then type in the index to which the employee's hours needs to be charged. Select the appropriate index and click 'OK' to save the changed index.



15

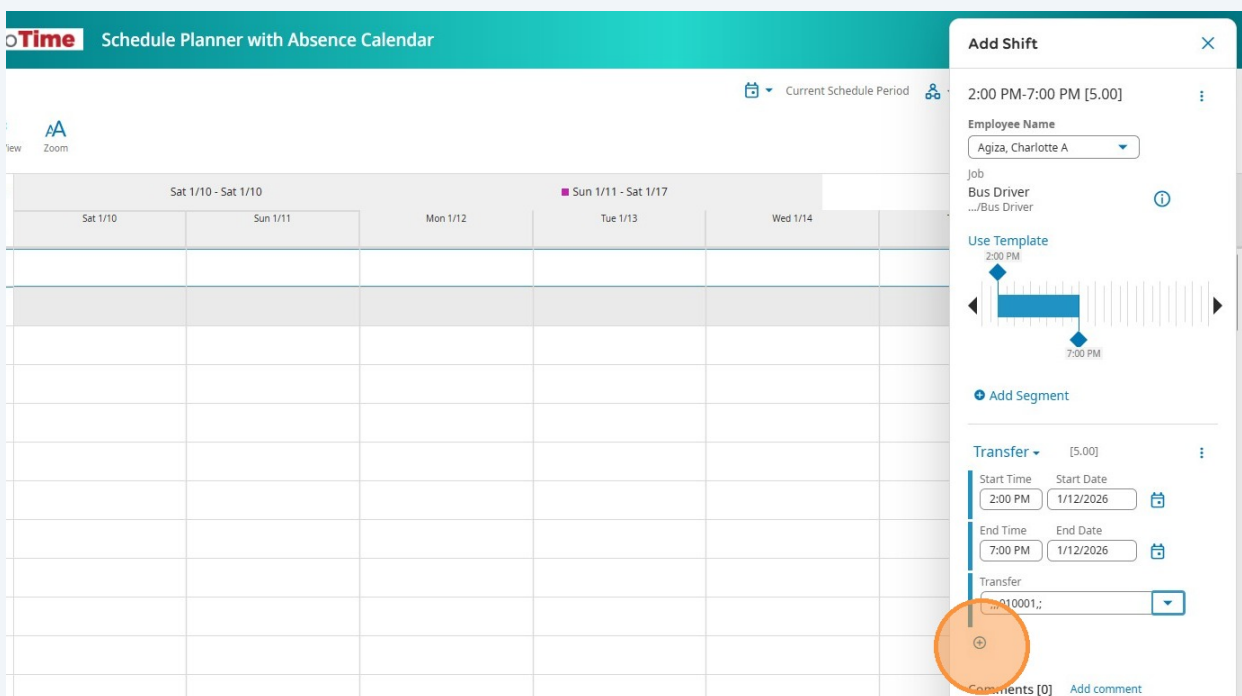
The pop up will return to the 'Transfer' screen and will display the updated index. Click 'Apply' to confirm the change. The pop up will then return to the original "Add Shift" screen.



16

To add a lunch break or other unpaid break, click the plus sign inside the circle located below the first portion of the ad hoc shift.

In this example, the shift starts at 2:00 pm, and the employee is taking their lunch at 7:00 pm, so 'Start Time' is 2:00 pm and 'End Time' is 7:00 pm.



17

Click "Regular," and a drop-down menu will appear. Select "Break" to add an unpaid lunch break or any other scheduled, unpaid break during the shift.

The screenshot shows a scheduling interface with a calendar grid for the period from Saturday, 1/10 to Wednesday, 1/14. The grid lists several employees, including Charlotte A, Claire D, Eric A, Ruth, Marcus S, Beatriz C, Ernesto, Athleen A, Gabrielle A, Robert W, and P. On the right side, there is a configuration panel for a 'Transfer' segment. The segment is set to start at 2:00 PM on 1/12/2026 and end at 7:00 PM on 1/12/2026. Below this, there is an 'Add Segment' dropdown menu. The 'Regular' option is selected and highlighted with an orange circle. Other options include 'Break' and 'Transfer'. At the bottom of the panel, there are fields for 'Comments' and 'Repeat this Shift For' (set to 1 Day).

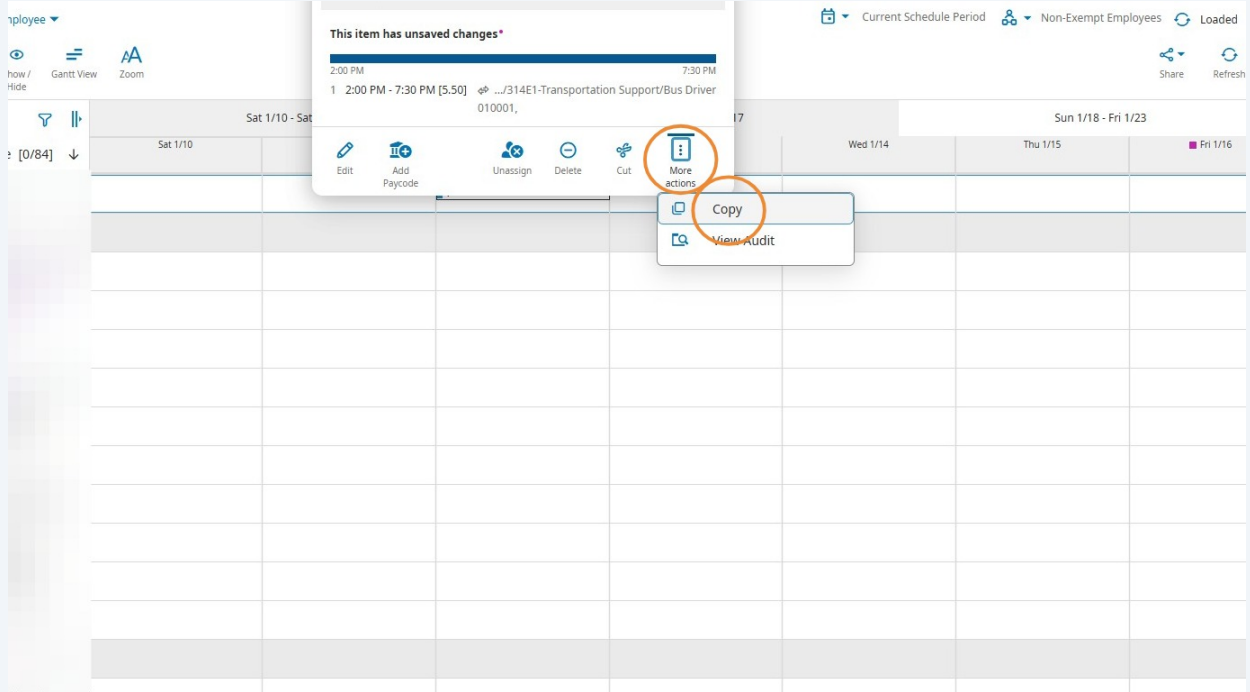
18

Type the start and end times for the break. In this example, the break starts at 7:00 pm and ends at 7:30 pm. Click 'Add' to add in the unpaid break. Continue adding in segments to the shift until the entire shift has been entered. Once completed, click 'Apply'.

The screenshot shows the same scheduling interface as in the previous step. The 'Add Segment' dropdown menu is now set to 'Break'. The 'Break' segment is configured with a start time of 7:00 PM and an end time of 7:30 pm on 1/12. The 'Add' button at the bottom of the panel is highlighted with an orange circle. The 'Apply' button at the bottom right of the interface is also highlighted with an orange circle.

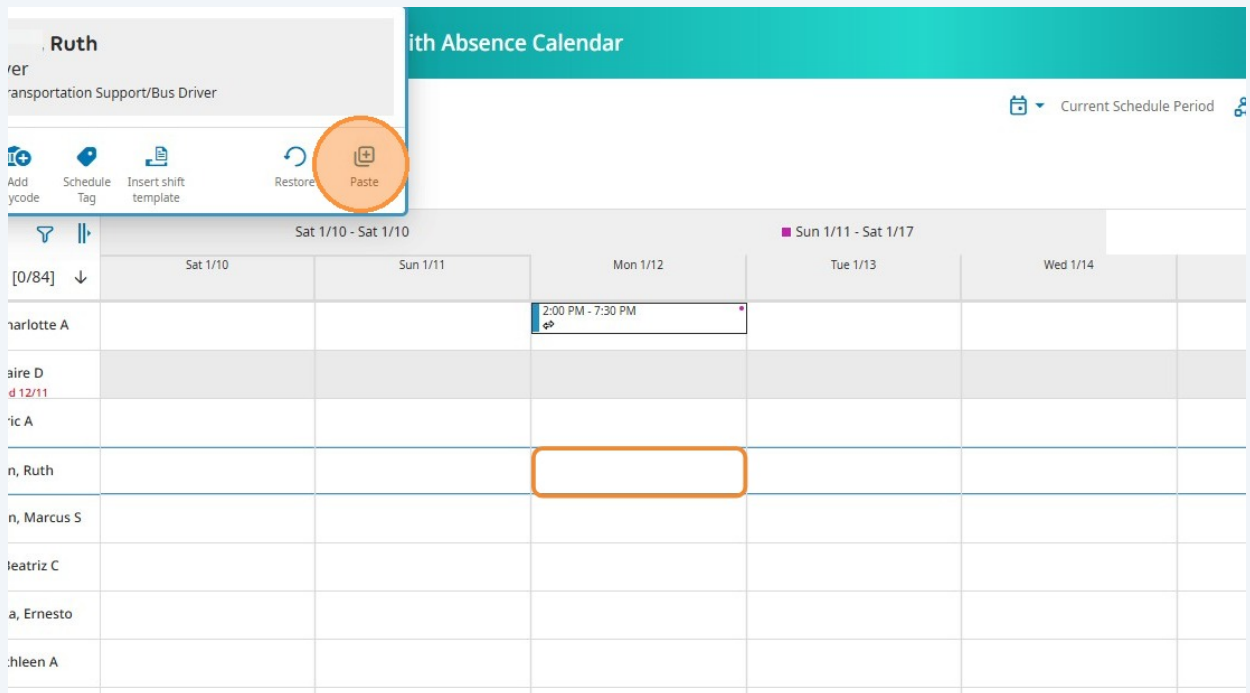
19

As a reminder, ad hoc shifts can easily be copied from one day to the next and/or to other employees. Right click the shift to be copied, click on 'More actions', and then click 'Copy'.



20

Right click the cell that will receive the duplicated shift, click on 'More actions', and then click 'Paste' to add the shift. All details of the ad hoc shift, including break time and assigned index/indices, will be copied over as well.



21 Once the ad hoc shift has been added to all necessary schedules, click 'Save'.

--End--

**Related Job Aids:**

1.8.b. Supervisor Job Aid: How to Create Schedules for Non-exempt Employees (Pattern)

