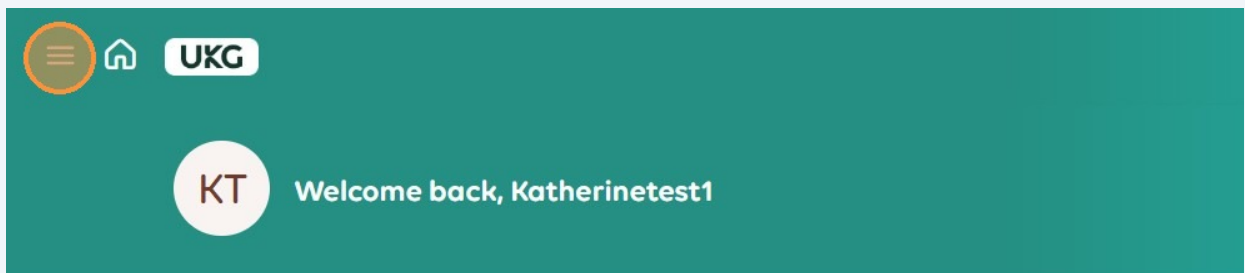


## 1.8.b. Supervisor Job Aid: How to Create Schedules for Non-exempt Employees (Pattern)

- 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

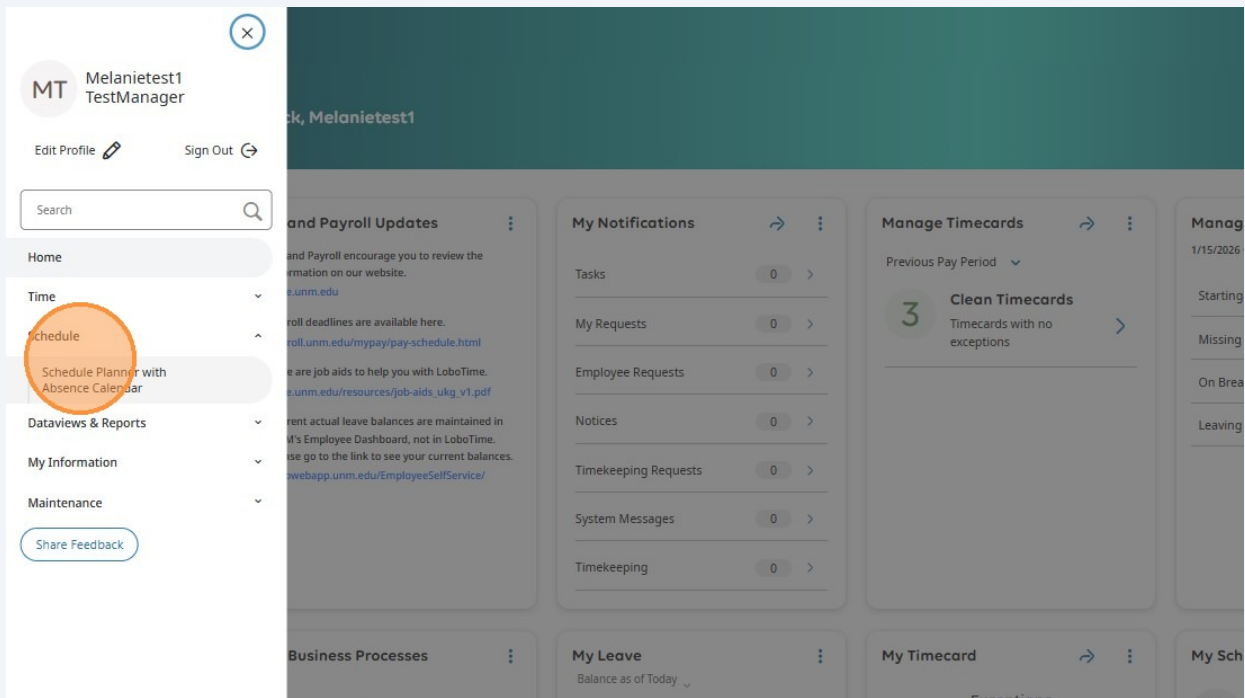
HR and Payroll encourag  
information on our webs  
[time.unm.edu](https://time.unm.edu)

Payroll deadlines are ava  
[payroll.unm.edu/my pay/](https://payroll.unm.edu/my pay/)

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'.

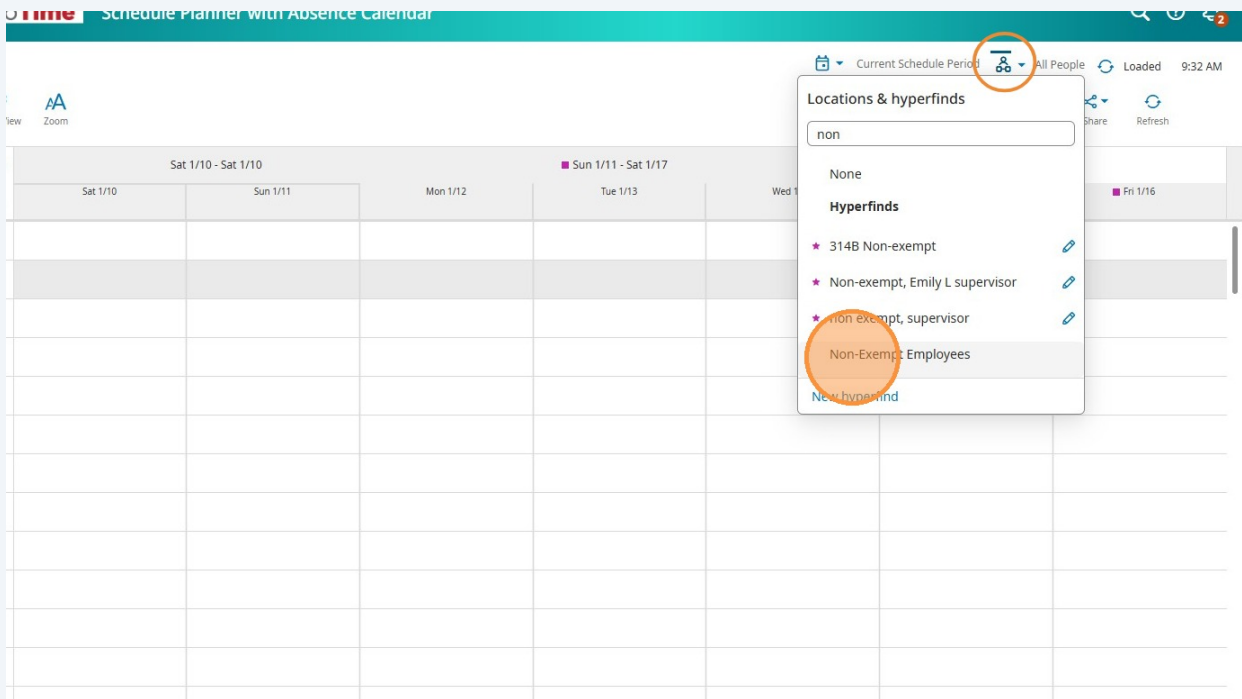


### Alert!

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.

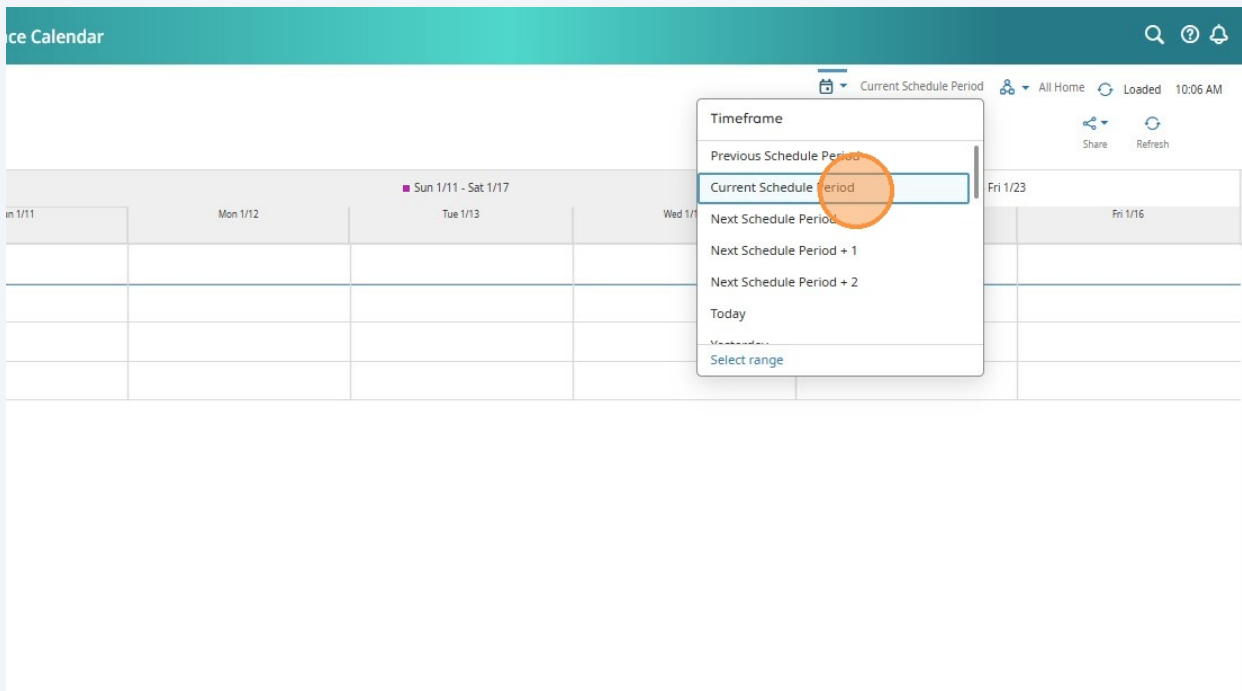
3

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.



5 Right click on a specific employee to add a repeating schedule pattern.

The screenshot shows the LoboTime interface with the title "Schedule Planner with Absence Calendar". The interface includes a search bar, a "View by Employee" dropdown, and navigation icons for "Quick Actions", "Show / Hide", "Gantt View", and "Zoom". The main area is a calendar grid with columns for "Sat 1/10", "Sun 1/11", "Mon 1/12", "Tue 1/13", and "Wed 1/14". A row for "Testnonexempt, Sandratest1" is highlighted, showing a shift from 8:00 AM - 5:00 PM on Mon 1/12, Tue 1/13, and Wed 1/14. A right-click context menu is open over the employee name, displaying the following information:

- Testnonexempt, Sandratest1
- Employee ID: COMPSANDRATST
- Primary Job: HR Tech Sr
- Schedule Group:
- Incoming Requests Count:
- Primary Location (Path): UNM/ADF-Human Resources HR/730A-Human Resources/730B-Human Resources Department/730B2-HR Benefits
- Scheduled Hours:

6 Click on 'Schedule Pattern'.

The screenshot shows the LoboTime interface with the title "Absence Calendar". The interface includes a search bar, a "View by Employee" dropdown, and navigation icons for "Quick Actions", "Show / Hide", "Gantt View", and "Zoom". The main area is a calendar grid with columns for "Sun 1/11", "Mon 1/12", "Tue 1/13", and "Wed 1/14". A row for "Testnonexempt, Sandratest1" is highlighted, showing a shift from 8:00 AM - 5:00 PM on Mon 1/12, Tue 1/13, and Wed 1/14. A right-click context menu is open over the employee name, displaying the following information:

- Testnonexempt, Sandratest1
- HR Tech Sr
- .../730B2-HR Benefits/HR Tech Sr
- Employee ID
- COMPSANDRATST
- Primary Job
- HR Tech Sr
- Schedule Group
- Incoming Requests Count
- Primary Location (Path)
- UNM/ADF-Human Resources HR/730A-Human Resources/730B-Human Resources Department/730B2-HR Benefits

The context menu also includes a toolbar with the following options:

- Schedule Pattern (highlighted)
- Add Shift
- Add Paycode
- Enter Time Off
- Insert shift transfer
- More actions
- GoTo

7

The schedule pattern can be named (but is not required to be named) by clicking in the text box at the top of the tab.

Type in the start date for the repeating schedule pattern. Alternatively, click on the small calendar icon to see a calendar to select the start date. Under 'End Date', the default is 'Forever' (i.e., no end date), but an end date can be entered by selecting 'Specify Date' and typing in an end date.

'Define Pattern For' option allows a pattern to be established that repeats on cycles longer than one week. For example, if the department has a schedule pattern that runs 14 days, the 'Define Pattern For' option should be changed to two (2) weeks. Alternatively, if a multi-week schedule needs to be entered, click on the plus sign that is the first column of the weeks. That will add an additional week to allow for creation of multi-week schedule patterns. Many additional weeks can be added on for positions that may use a rotating multi-week schedule pattern.

The screenshot shows the 'Schedule Pattern' form for 'Testnonexempt, Sandratest1'. The form includes a title bar, a breadcrumb trail, and a toolbar with icons for 'Pattern Template', 'Shift Template', 'Comment', 'Copy/Paste', and 'Delete'. The main form area contains several input fields and a table. The fields are: 'New Pattern' (a text box with a dropdown arrow), 'Start Date' (a date input field with a calendar icon), 'End Date' (radio buttons for 'Forever' and 'Specify Date'), 'Define Pattern For' (a numeric input field with a 'Week(s)' dropdown), 'Override Other Patterns' (a checkbox), and 'Start Pattern On' (a 'Week' input field). The table below these fields has columns for 'No.', 'Sunday', 'Monday', 'Tuesday', 'Wednesday', and 'Thursday'. The 'No.' column contains the number '1'. The 'Start Date' field is set to '1/10/2026'. The 'End Date' field is set to 'Forever'. The 'Define Pattern For' field is set to '1' week. The 'Start Pattern On' field is set to 'Week 1'. The 'New Pattern' text box is highlighted with an orange box. The 'Start Date' field and its calendar icon are highlighted with an orange box. The 'End Date' radio buttons are highlighted with an orange box. The 'Define Pattern For' field and its dropdown are highlighted with an orange box. The 'Start Pattern On' field is highlighted with an orange box. The plus and minus icons in the 'No.' column of the table are highlighted with an orange box.

8

Once all schedule pattern parameters have been established, click in each day to enter the shift start time, end time, and any unpaid breaks.

For instructions on entering unpaid breaks and/or assigning the shift to a different index, refer to *Supervisor Job Aid: How to Create Schedules for Non-Exempt Employees (Ad hoc)*, steps 12-18.

Click 'Apply' once the desired schedule has been entered.

The screenshot displays the 'Schedule Pattern' configuration window. At the top, the title is 'Schedule Pattern' with a close button. Below the title, the user information 'Testnonexempt, Sandrarest1' and 'HR Tech Sr' is shown, along with icons for Pattern Template, Shift Template, Comment, Copy/Paste, and Delete. A dropdown menu shows 'New Pattern' and 'Add New Pattern'. The main area is a weekly grid with columns for Sunday through Saturday. The 'No.' column contains the number '1'. The shift times are: Sunday (empty), Monday (8:00 AM - 5:00 PM), Tuesday (8:00 AM - 5:00 PM), Wednesday (8:00 AM - 5:00 PM), Thursday (8:00 AM - 5:00 PM), Friday (8:00 AM - 5:00 PM), and Saturday (empty). On the left side, there are fields for 'Start Date' (1/11/2026), 'End Date' (Forever selected), 'Define Pattern For' (1 Weeks), 'Override Other Patterns' (unchecked), and 'Start Pattern On' (Week 1). At the bottom right, there are 'Cancel' and 'Apply' buttons, with the 'Apply' button highlighted by an orange circle. The bottom of the window has tabs for 'Absence Calendar', 'Comments', and 'Audit'.

9

After clicking 'Apply', the schedule pattern will be applied to all dates between the start date and end date, or applied in perpetuity if 'Forever' is selected for the duration. To verify that a schedule has been added accurately, click on the different date tabs to view all loaded schedules for the listed employees. Once verified that the schedule pattern has been applied correctly, click 'Save' to save all changes.

--End--

**Related Job Aids:**

*Supervisor Job Aid: How to Create Schedules for Non-Exempt Employees (Ad hoc)*

