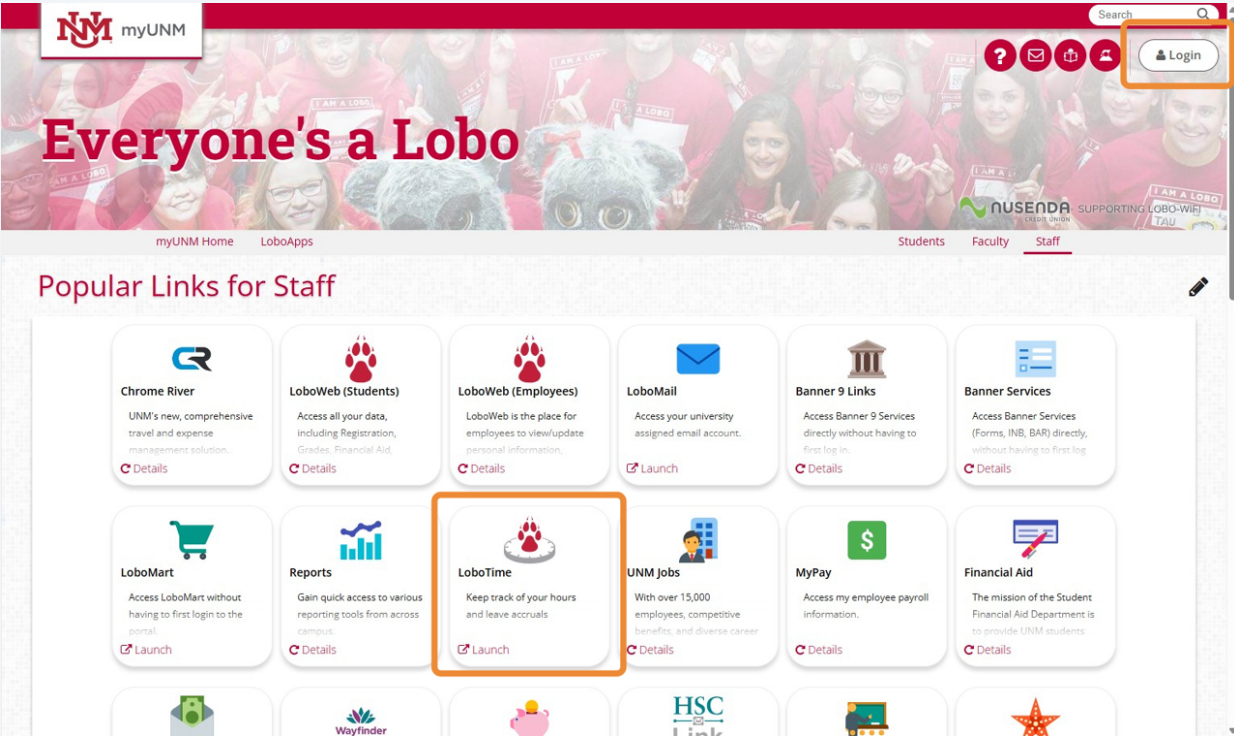


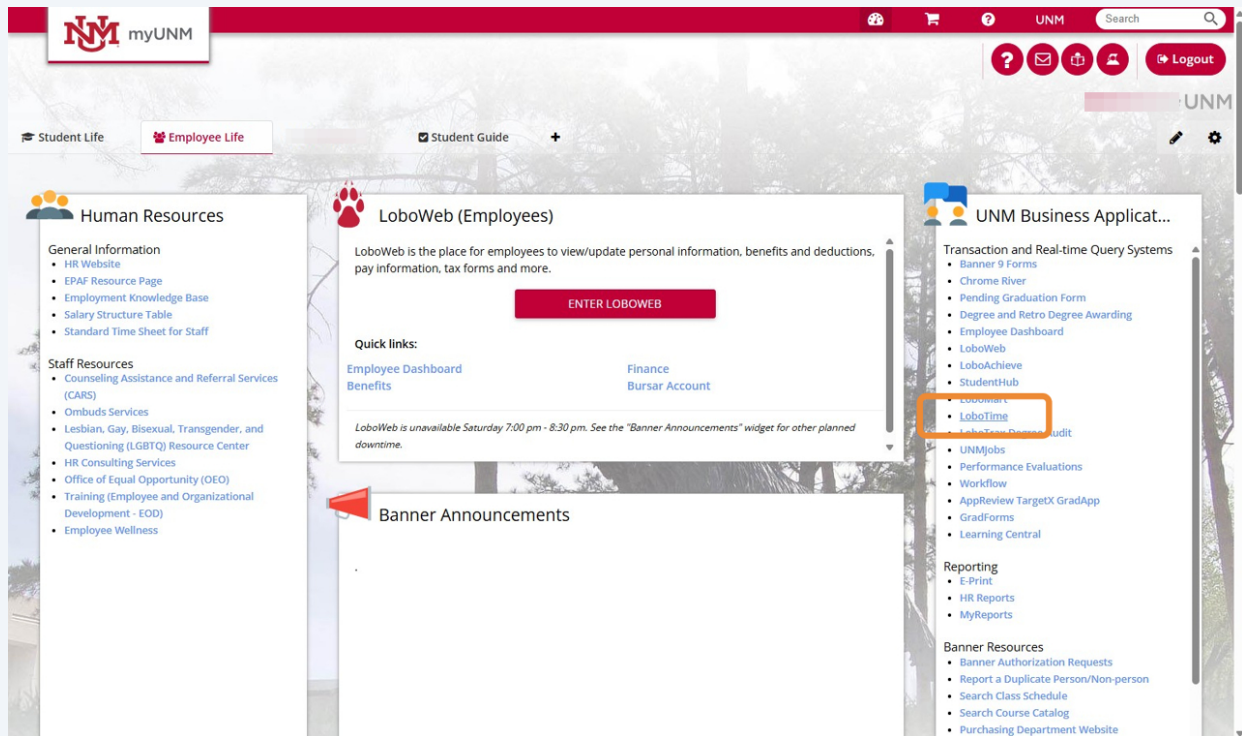
2.1. Non-Exempt Employee Job Aid: General Access & Dashboard

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



2

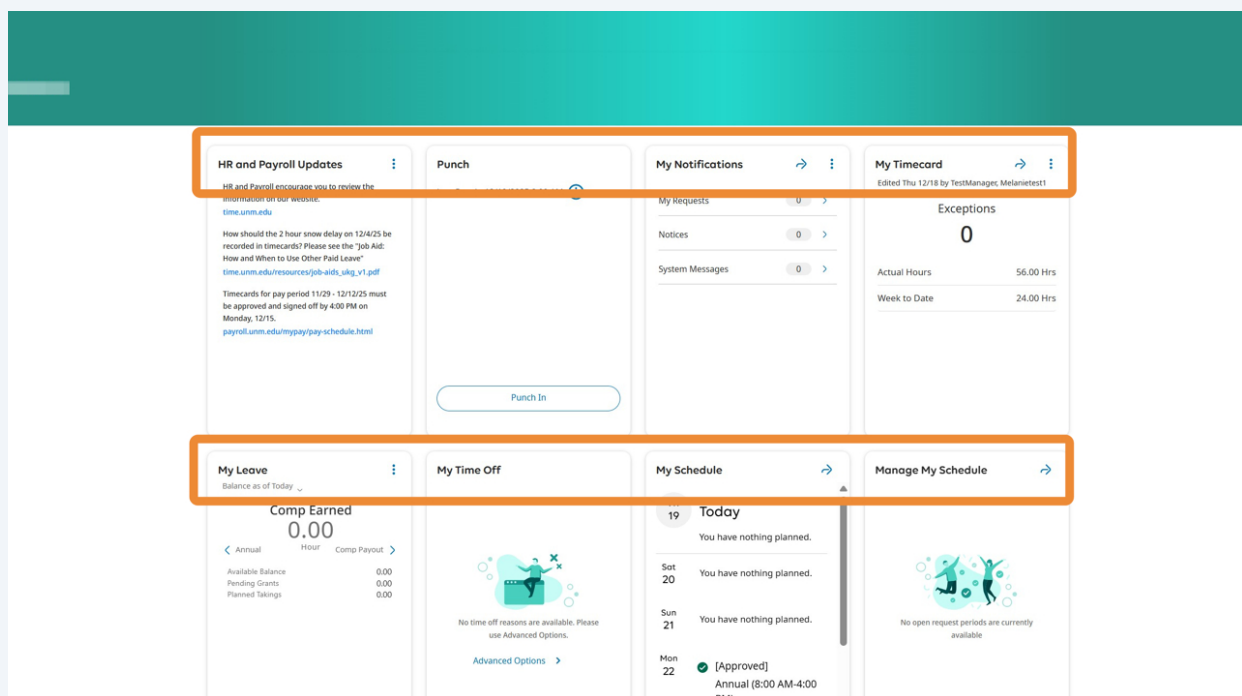
Alternatively, once logged in, click on the LoboTime link under UNM Business Applications.



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 employees.

The 'Punch' tile is used to punch in and out.

The 'My Notifications' tile shows requested leave, notices, and other communications within the system.

The 'My Timecard' tile will show hours worked and allow easy access to correct any timecard errors.

The 'My Leave' tile shows how much paid leave is available to use, including Annual Leave and Sick Leave. Other types of paid leave may also be included, like Paid Parental Leave. You can also request time-off from this tile. You can also submit Time-Off Requests from this tile.

--End--

