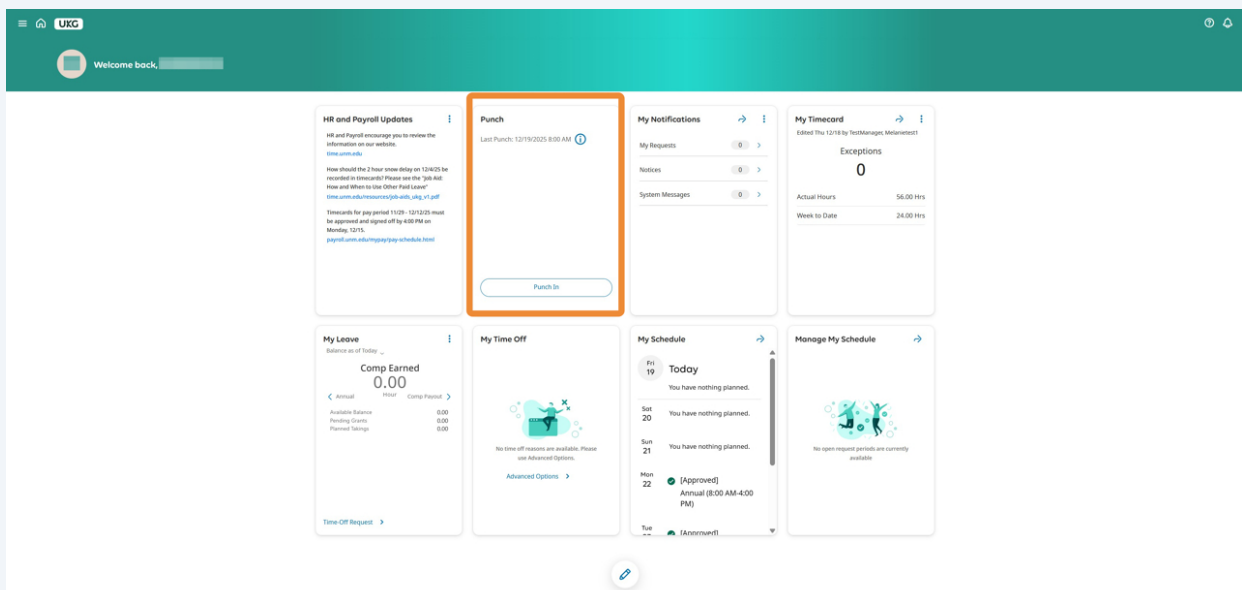


2.2. Non-Exempt Employee Job Aid: Punching In & Out

1 Login to LoboTime. Navigate to the 'Punch' tile.

The following steps apply to both punching in and punching out.

Note: For instructions on logging into LoboTime, refer to the *Non-exempt Employee Job Aid: General Access & Dashboard*.



2 Click "Punch In".

The screenshot shows a dashboard with several tiles. The 'Punch' tile is highlighted with an orange border and contains a blue 'Punch In' button circled in blue. Other tiles include 'HR and Payroll Updates', 'My Notifications', 'My Leave', 'My Time Off', 'My Schedule', and 'My Timecard'.

HR and Payroll Updates

HR and Payroll encourage you to review the information on our website.
time.unm.edu

How should the 2 hour snow delay on 12/4/25 be recorded in timecards? Please see the "Job Aid: How and When to Use Other Paid Leave"
time.unm.edu/resources/job-aids_ukg_v1.pdf

Timecards for pay period 11/29 - 12/12/25 must be approved and signed off by 4:00 PM on Monday, 12/15.
payroll.unm.edu/mypay/pay-schedule.html

Punch

Last Punch: 12/19/2025 8:00 AM ⓘ

My Notifications

My Requests 0 >

Notices 0 >

System Messages 0 >

My Leave

Balance as of Today

Comp Earned 0.00

< Annual Hour Comp Payout >

Available Balance 0.00
Pending Grants 0.00
Planned Takings 0.00

My Time Off

No time off reasons are available. Please use Advanced Options.

My Schedule

Fri 19 Today
You have nothing planned.

Sat 20 You have nothing planned.

Sun 21 You have nothing planned.

My Timecard

Edited Thu 12/18 by TestManager, Measurement

Exceptions 0

Actual Hours 56.00 Hrs
Week to Date 24.00 Hrs

3 The 'Punch' tile will show a white checkmark inside a green circle to indicate a successful punch-in. You will also see your punch time upon a successful punch. Click "Close".

--End--

The screenshot shows the same dashboard as in step 2, but the 'Punch' tile now displays a green checkmark in a circle and the time '10:24 AM' with 'Punch In' below it. The 'Close' button is circled in blue. The 'My Timecard' tile shows 'Exceptions 0' and 'Actual Hours 56.00 Hrs'.

HR and Payroll Updates

HR and Payroll encourage you to review the information on our website.
time.unm.edu

How should the 2 hour snow delay on 12/4/25 be recorded in timecards? Please see the "Job Aid: How and When to Use Other Paid Leave"
time.unm.edu/resources/job-aids_ukg_v1.pdf

Timecards for pay period 11/29 - 12/12/25 must be approved and signed off by 4:00 PM on Monday, 12/15.
payroll.unm.edu/mypay/pay-schedule.html

Punch

Your punch was successful!

10:24 AM
Punch In

My Notifications

My Requests 0 >

Notices 0 >

System Messages 0 >

My Leave

Balance as of Today

Comp Earned 0.00

< Annual Hour Comp Payout >

Available Balance 0.00
Pending Grants 0.00
Planned Takings 0.00

My Time Off

No time off reasons are available. Please use Advanced Options.

My Schedule

Fri 19 Today
You have nothing planned.

Sat 20 You have nothing planned.

Sun 21 You have nothing planned.

Mon 22 [Approved] Annual (8:00 AM-4:00 PM)

Tue [Announcement]

My Timecard

Edited Thu 12/18 by TestManager, Measurement

Exceptions 0

Actual Hours 56.00 Hrs
Week to Date 24.00 Hrs

Manage My Schedule

No open request periods are currently available.