UNM HUMAN RESOURCES

SESSION 2: PHASE 2 LOBOTIME TRAINING

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Agenda

- Phase 2 Training Objective

- LoboTime Training and Testing Site Expectations

- LoboTime Roles and Privileges

- LoboTime Workflow
  - Employee Experience
  - Supervisor Experience
  - Org Manager Experience

Meeting Protocol

- Limit questions to the content being presented

- Questions should be submitted via chat
  - For questions that can be answered via the chat, LoboTime Team members will respond

- Do not unmute to ask a question during the presentation

- Tuesday Drop-in Session will address questions during training session

- Weekly Recap will summarize training content and questions

- Meetings will be recorded and posted on https://time.unm.edu/

Phase 2 Training Objective

After completion of Phase 2 LoboTime Training, you should understand:

- Employee, Supervisor, and Org Manager roles
- Expectations for Org Managers
- Basic System Functionality
- LoboTime Support Resources

- Demonstrations of LoboTime functionality progressing from basic to advanced

- Create a "sandbox" site for Org Managers

Training in the "Sandbox"

- Link to Test Site: https://time.unm.edu/

- Place to learn and test

- Does not represent current state
  - Employees will be missing
  - Job records will be old

- When to email time@unm.edu:
  - Cannot login
  - Do not see any employees
  - Missing employees from **entire departments**

LoboTime Workflow

Employee

Clock In/Out

Submits Leave

Review & Approves Timesheet

Supervisor

Reviews Timecard for Accuracy

Approves Leave Requests

Approves Timecard

Org Manager

System Support

Ensure timecards and complete & approved

Final Sign Off

Escalate Complex Issues
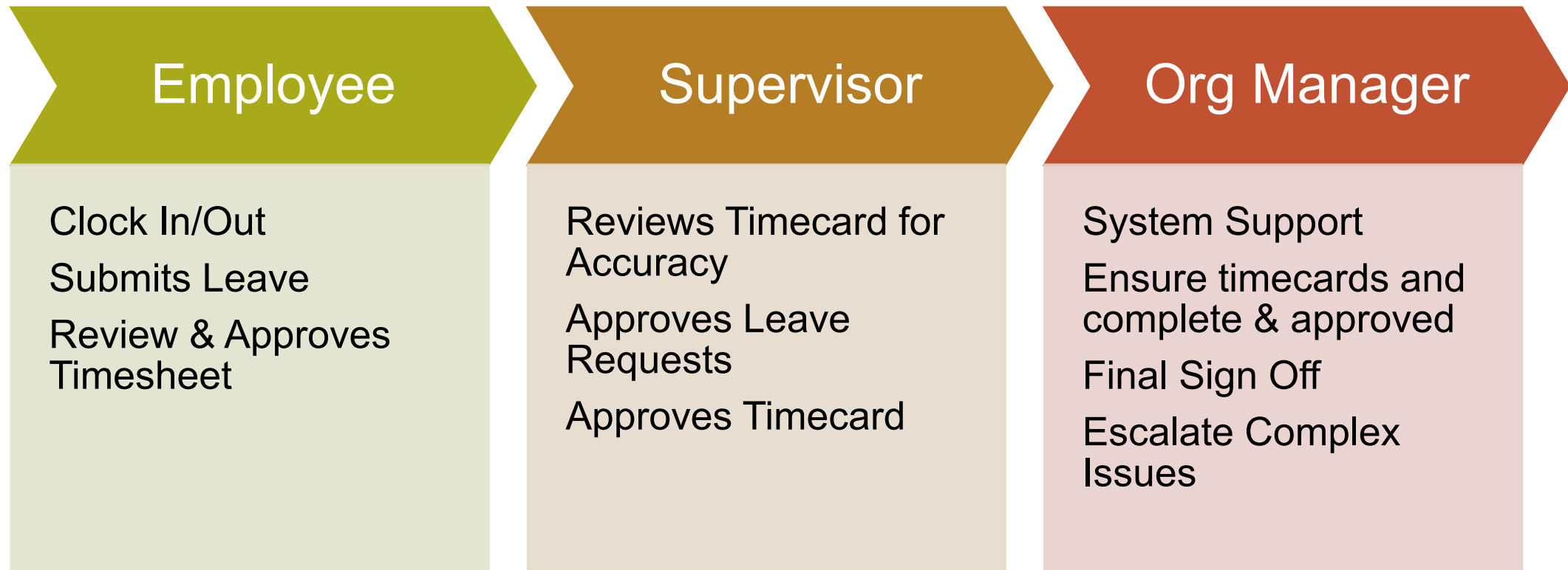
Employee Experience

Employee Expectations Side-by-Side Comparison

Current State: PHATIME	Future State: LoboTime
• Completes paper timesheet. • Requests leave according to department requirements. • Signs paper timesheet. • Submits paper timesheet to supervisor for approval.	• Clock In/out using department approved method. • Requests leave through LoboTime. • Approves timesheet in LoboTime.
Standard Expectations	**Standard Expectations**
• **Knowledge:** Understanding of time and leave policies and department procedures. • **Responsibility:** Follow department procedures for requesting leave and overtime. • **Responsibility**: Complete and submit timesheets according to processing deadlines. • **Quality Control:** Accurately record time worked on paper timesheet.	• **Knowledge:** Understanding of time and leave policies and department procedures. • **Knowledge:** Basic use of LoboTime to clock in/out, request leave, review and approve timesheet. • **Responsibility:** Follow department procedures for requesting leave and overtime. • **Responsibility**: Clock in/out and approve timesheet according to processing deadlines. • **Quality Control:** Review timesheet for accurate time and leave usage.

| LoboTime Access	Employee	Supervisor	Org Manager
Level of Access	Self	All subordinate employees	All employees within assigned dept
Punch or enter time for shift start, breaks and shift end	✔	✔	✔
Edit timecards	✔	✔	✔
Request time off	✔	✔	✔
Edit or cancel time-off requests	✔	✔	✔
Approve timecard	✔	✔	✔
Delegate timecard approval		✔	✔
Build/Maintain Schedules		✔	✔
Approve Employee Timecards		✔	✔
Review alerts when employees deviate from the schedule		✔	✔
Run reports and analyze Dataviews		✔	✔
Final sign off of timecards			✔

Employee Experience: Common Tasks

- General Navigation

- Clocking In/Out

- Navigating a Timecard
  - Fixing a Punch
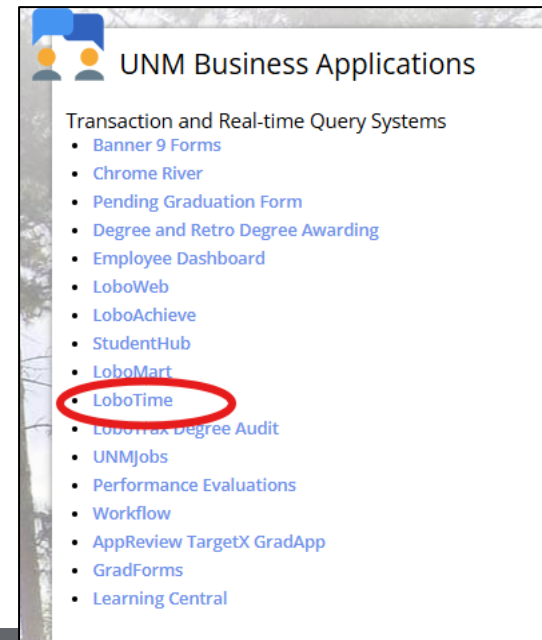
- Requesting Leave

- Viewing and Approving a Timecard

Where to login…

- lobotime.unm.edu

- my.unm.edu
  LoboApps—LoboTime Tile
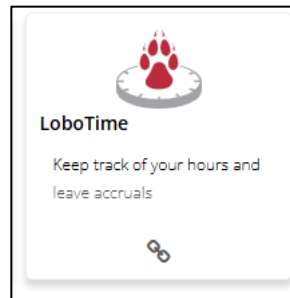
UNM Business Applications

Demonstration

Supervisor Experience

Supervisor Expectations Side-by-Side Comparison

Current State: PHATIME	Future State: LoboTime
• Ensure employees complete and submit paper timesheets each pay period. • Reviews timesheet for accurate time reporting. • Signs paper timesheet. • Submits paper timesheet to timekeeper for entry into PHATIME.	• Ensure employees complete electronic timesheet in LoboTime. • Reviews timesheet for accurate time reporting. • Approves employee's timesheet in LoboTime.
Standard Expectations	**Standard Expectations**
• **Knowledge:** Understanding of time and leave policies and department procedures. • **Responsibility:** Ensure employees are working assigned work schedule. • **Responsibility:** Hold employees accountable for following University and department time and leave requirements. • **Responsibility:** Review and approve timesheets according to processing deadlines. • **Quality Control:** Ensure employees are recording time worked accurately. • **Support:** Provide training and direction to employees on time and leave requirements.	• **Knowledge:** Understanding of time and leave policies and department procedures. • **Knowledge:** Basic use of LoboTime to clock in/out, request leave, review and approve timesheet. • **Responsibility:** Ensure employees are working assigned work schedule. • **Responsibility:** Hold employees accountable for following University and department time and leave requirements. • **Responsibility:** Review and approve timesheets according to processing deadlines. • **Quality Control:** Ensure employees are recording time worked accurately. • **Support:** Provide training and direction to employees on time and leave requirements.

LoboTime Access	Employee	Supervisor	Org Manager
Level of Access	Self	All subordinate employees	All employees within assigned dept
Punch or enter time for shift start, breaks and shift end	✓	✓	✓
Edit timecards	✓	✓	✓
Request time off	✓	✓	✓
Edit or cancel time-off requests	✓	✓	✓
Approve timecard	✓	✓	✓
Delegate timecard approval		✓	✓
Build/Maintain Schedules		✓	✓
Approve Employee Timecards		✓	✓
Review alerts when employees deviate from the schedule		✓	✓
Run reports and analyze Dataviews		✓	✓
Final sign off of timecards			✓

Supervisor Experience: Common Tasks

- General Navigation and Access

- Overview of a standard timecard

- Non-exempt Employees
  - Reviewing a missed punch
  - Correcting a punch
  - Approving a timecard

- Exempt Employees
  - Navigating an exempt timecard
  - Approving a timecard

- Approving Leave

- Delegation

Demonstration

What comes next…

Additional Questions and Content Review

- Weekly Recap Email

- Tuesday Phase 2 Drop In Sessions (December 16th)

- Readiness Survey

Phase 2 Training Session 3 December 19th 11:00 – 12:00

- Org Manager Experience
  - Reviewing Employee Timecards
  - Resolving Timecard Issues
  - Approving Employee Timecards (Group & Individual)
  - Signing Off Employee Timecards

Test Scenarios

Explore LoboTime!

Test Scenarios:

- Access LoboTime Training and Test Site

- Enter at least 5 non-exempt employee timesheets for the weeks of 11/15-11/28.

- The more you enter, the more data you will have to play with!

- Submit leave request

Implementation Timeline

December Milestones

• Verifying and Correcting Supervisor Information

• Reviewing and Revising Department Timekeeping Procedures

• Set Expectations for Org Managers

• Communicate Training Expectations to Employees

See Phase 2 Readiness Checklist (https://time.unm.edu/resources/lobotime-phase-2-checklist_final.pdf).

Resources

Website: https://time.unm.edu/

Phase 2 Resources (https://time.unm.edu/resources/phase-two-resources.html)
- Implementation Checklist
- Job Aids
- Department Procedure Guides

Phase 2 Drop In Session: Tuesday, December 16th 11:00 – 12:00

Questions?
LoboTime Implementation Team: time@unm.edu