



# HUMAN RESOURCES

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## GO-LIVE

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# Saying goodbye is hard to do...

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End of PHATIME...for most

2R4 2/7/26 – 2/2026: Final bi-weekly payroll submitted via PHATIME

- Process according to PHATIME standards

5R1 1/1/26 – 1/31/26: Final monthly payroll submitted via PHATIME

- Process any January 2026 leave adjustments via leave adjustment

*12-month faculty, non-credit instructors and several very limited exceptions will continue to use PHATIME.*





# Welcome LoboTime!

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*I brought my timesheet and emotional support cat.*

2R5 2/21/26 – 3/6/26: First bi-weekly pay period in LoboTime

- 2/21/26: Employees start punching in
- Report leave taken on/after 2/21/26
- First pay period close 3/9/26

5R2 2/1/26 – 2/28/26: First monthly pay period in LoboTime

- Report leave taken on/after 2/1/26
- First pay period close 3/12/26

# LoboTime Support for Org Managers

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- Email [time@unm.edu](mailto:time@unm.edu)
  - Report escalated concerns
  - Issues with multiple assignment timecards
  - Technical Issues/Access Issues
  - Missing employee records
- Drop In-Sessions Tuesday/Friday
  - Smaller group support
  - Updated meeting invitations will be sent with updated Zoom info
  - No planned content, supporting real-time issues
  - Attend if you need support!
- Email reminders of key tasks...we will be watching
- Job Aids
  - Org Manager Pay Period Close
  - Supervisor Pay Period Close
- System Notifications
- Performance/Employee Concerns
  - Contact your HR Consultant

# 2R5 Support: Drop In Sessions

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Drop-In Sessions to provide real time support for ORG Managers

**Tuesday: 11:00 – 12:00**

Group A: Arts & Sciences; Fine Arts; Provost Admin Units; University College

Group B: Anderson, Education; University Libraries; Continuing Education; Honors; Architecture; Engineering; Law School; Student Affairs

**Friday: 11:00 – 12:00**

Group C: Financial Services; Finance/Admin Units; IT; Athletics; President Units; VP Research; DICE; ISS; Gallup, Taos, Valencia, Los Alamos

Group D: School of Medicine; Nursing; Pharmacy; HSLIC; HSC Research; HSC Administration, HSC West Campus



# Final Reminders!

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- Ensure employees know where to punch in on/after 2/21/26!
- When in doubt, ask questions!
  - [time@unm.edu](mailto:time@unm.edu)
  - Attend a drop-in session
- Frequently monitor non-exempt timesheet completion!
  - Catch and resolve issues early
- Refer to the job aids for help!

