



HUMAN
RESOURCES

SESSION 5: PHASE 2 LOBOTIME TRAINING

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Agenda

- Employee Schedules
 - When to use schedules
 - Creating a schedule
 - Schedule management
 - Mass index transfer
- Employee and Supervisor Training

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
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- Demonstrations of LoboTime functionality progressing from basic to advanced

Employee Schedules

What are they?

- Ad hoc or schedule pattern that identifies when an employee is scheduled to work.
- Only applicable for non-exempt exempt employees

Why would you use the scheduling feature?

- Assists with absence or work schedule management
- Provides notification and tracking when employees do not adhere to schedule
- Helpful for departments with large, non-exempt employee populations with consistent work schedules

Demonstration

- Ad Hoc Schedule
- Schedule Patterns
- Leave Maintenance from Employee Schedule
- Mass Index Transfers

Employee and Supervisor Training— Online Training

Revamped Online Supervisor Training!

- Learning Central: UKG/LoboTime 2.0 Training for Supervisors and Managers
 - Supervisors can retake training if they completed the previous module
- Access on time.unm.edu

Employee Training

- Learning Central Module:
 - Exempt Employee: UKG/LoboTime 2.0 – Monthly Exempt Employee Timekeeping Training
 - Non-Exempt Employee:
 - UKG/LoboTime 2.0– Hourly Non-Exempt Employee Timekeeping Training
 - UKG/LoboTime 2.0– Non-Exempt Part Time, Student, Temp, and On-call Employee Timekeeping Training



Employee and Supervisor Training— Hands On Practice

What?

- On Tuesday, January 20th, Employees and Supervisors will have access to the LoboTime Training and Testing Site.

Who?

- Employees and supervisors who benefit from “hands on experience” as identified by HR Agents or Org Managers.
 - Take online training before accessing the training environment.

How?

- Access the Training and Testing Site from time.unm.edu
- UKG Pro mobile app
 - Requires that you input the training site link
 - Will need to delete/download the app prior to “go live” to move to production environment



Training and Testing Site Reminder

Reminder: The training site is not a complete replication of the production or “Live” environment.

- Most, but not all, employees are in the training environment.
- Student employees are not in the training environment.

Before inviting employees or supervisors to access the training site confirm that they are in the training environment.

- Do not report missing records...we know, it's on purpose.
- Implementation team cannot create records for employees who are missing from the training environment.
- Recommend using Employee by Organization Dataview.
- Focus on staff and supervisors.

Recommended Training Protocol



Replicate Current Pay Period Activity



For Employees

Clock In/Out
Request Leave
Review/Correct Timecard
Approve Timecards



For Supervisors

Review/Correct employee timecards
Approve leave requests
Approve timecards

Support Resources

- Online Training Modules (<https://learningcentral.unm.edu>)
- Job Aids (<https://time.unm.edu/ukg-training-modules/index.html>)
- HR Agent/Org Manager
- Gather Questions and submit to time@unm.edu
 - Questions will be reviewed during Tuesday Drop In Sessions

Additional Support?

HR team can support demonstrations at department meetings. Contact your HR Consultant to request.

Implementation Timeline

January Milestones

- Finalize and Communicate Department Timekeeping Procedures
- Continue to communicate and reinforce LoboTime training for employees and supervisors
- Confirm Expectations for Org Managers
- Supervisor and Employee User Acceptance Training

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

Future Work

Complex Leave Scenarios:
January 23rd

Union Scenarios: January 30th

Go Live Support: February 6th

February Session: Focus Shifts to
Go Live Support

Resources

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

Phase 2 Resources (<https://time.unm.edu/resources/phase-two-resources.html>)

- Implementation Checklist
- Job Aids ****New****
- Department Procedure Guides

Phase 2 Drop-In Session: Tuesday, January 20th 11:00 – 12:00



Additional Questions?

CONTACT THE LOBOTIME IMPLEMENTATION TEAM AT TIME@UNM.EDU