



HUMAN  
RESOURCES

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## SESSION 6: PHASE 2 LOBOTIME TRAINING

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# Agenda

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- Compensatory Time
- Other Paid Leave
- Leave Without Pay
- Parental Leave
- FMLA/CAT Leave

# Meeting Protocol

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- 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

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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

# Compensatory Time—What is it?

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## What?

Compensatory time refers to compensation, taken as time off with pay, for hours an employee works in addition to his or her normal work schedule.

## Relevant Policy

### [UAP 3310 – Compensatory Time](#)

- Earned at 1.5x rate for authorized OT or straight time if OT not qualified.
- Max accrual: 120 hours
- Must be used within 90 calendar days
- Cannot be used until next pay period
- Requires mutual agreement between employer and employee.

# Compensatory Time—CBA Requirements

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## **CWA Compensatory Time (Article 8, Section 5):**

Employees have 90 workdays (equivalent to 114 calendar days) to take comp time earned. If not taken in that timeframe, it will be paid out.

Max accrual: **240 hours**

## **USUNM Compensatory Time (Article 12, Section G):**

Employees have 90 calendar days to take comp time earned. If not taken in that timeframe, it will be paid out.

Max accrual: **120 hours**

Cannot receive both OT pay and comp time for same pay period.

If not used in the allotted time frame, converted to Over Time pay.

# Demonstration

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- Converting Overtime to Comp Time
- Paying Out Comp Time
- Requesting Comp Time

# Other Paid Leave and Leave Without Pay (Demonstration)

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## Relevant Policies

### [UAP 3415 – Leave with Pay](#)

- Jury Duty/Court Duty
- Voting Leave
- Bereavement Leave

### [UAP 3420 – Leave without Pay](#)

*For represented employees, refer to the applicable Collective Bargaining Agreement.*



# Paid Parental Leave (Demonstration)

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## What?

- Regular staff employees who work twenty (20) hours or more per week are eligible for up to a total of 160 hours of paid parental leave within a 12-month period following the birth, adoption of a child(ren) who have recently joined the household, or placement of foster child(ren) who will be under your care for a minimum of 6 months.

## Applicable Policy

### [UAP 3415 – Leave with Pay](#)

<https://hr.unm.edu/parental-leave>

## How?

- Employees must request Paid Parental Leave through HR's Absence Management team.
- Paid Parental Leave must be approved by HR's Absence Management team prior to utilizing leave.
- Once approved, time will be added to Paid Parental Leave bank.
- To record Paid Parental Leave utilization, employee should request via Time Off Request via LoboTime



# FMLA and CAT Leave

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## What?

- Family & Medical Leave (FMLA): Up to 12 weeks job-protected leave; eligibility based on tenure and hours worked.
- CAT Leave: provides financial assistance to eligible employees when they (or an immediate family member) experience an approved catastrophic illness or injury.

## Applicable Policies

[UAP 3440 — Family and Medical Leave](#)

[UAP 3430— Catastrophic Leave Program](#)

## How?

- Employees must request FMLA/CAT leave through HR's Absence Management team.
- FMLA/CAT leave must be approved by HR's Absence Management team prior to utilizing leave.
- HR's Absence Management team will provide applicable ORG Manager with job aid prior to 2/21

# Support Resources

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- LoboTime Website (<https://time.unm.edu/>)
  - [Job Aids and Training Modules](#)
  - [Weekly Training Session Recordings](#)
  - [Department Resources](#)
- Tuesday Drop-In Sessions from 11:00 – 12:00
- HR Agent/Org Managers
- Gather Questions and submit to [time@unm.edu](mailto: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

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## 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](https://time.unm.edu/resources/lobotime-phase-2-checklist_final.pdf)).

# Future Work

Union Scenarios: January 30th

Go Live Support: February 6th

February Session: Focus shifts to go live support and transition to production environment

March: Focus shifts real time support through initial pay periods



# Additional Questions?

CONTACT THE LOBOTIME IMPLEMENTATION TEAM AT [TIME@UNM.EDU](mailto:TIME@UNM.EDU)