



HUMAN RESOURCES

PHASE 2 LOBOTIME DROP IN SESSION
JANUARY 30, 2026

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Agenda

- **Union Scenarios**

- Overtime Management
- Shift Differential
- Callback and Stand by Pay

- Disclaimer: We will focus on CWA and USUNM union agreements in this presentation. POA is being addressed directly with UNMPD.

Meeting Protocol

- Covering questions from prior training sessions
- Submit questions via the chat
 - LoboTime Team members will facilitate questions
- Do not unmute to ask a question during the presentation
- Meetings will be recorded and posted on <https://time.unm.edu/>

Announcements

- Level 3 HR Agents- Please ensure that ALL of your Org Managers are assigned correctly in the Test Org Manager App by 2/9/26.
 - If you are not sure if your Org Managers have been assigned, please reach out to your Level 3 HR Agent to verify
 - We will be migrating this data to the production side to prepare access! 😊
- The issue with index applying to the full shift when you split off partial hours has been corrected! – yay for test environment snafus! ;)

Policy Review – Overtime

Policy Language (UAP 3305)

- Overtime = 1.5x regular rate (includes shift diff).
- Applies in excess of 40 hours worked in the designated work week.
- Must be pre-authorized.
- Unauthorized OT may result in disciplinary action.
- Designated Workweek = Saturday 12:01 a.m. to Friday midnight.

CBA Review – Overtime

CWA Overtime (Article 8):

- Overtime applies:
 - After 10 consecutive hours in a day (excluding meal breaks)
 - Time actually worked in excess 40 hours in the designated work week.
 - Alternative schedules allowed for 24/7 operations

USUNM Overtime (Article 12, Section F):

- Time actually worked in excess 40 hours in the designated work week.
- If shift starts <8 hours before midnight Friday and continues into Saturday, workweek starts at shift start time.
- Supervisors may require overtime.

Lobotime— OT/Comp Time Q&A

- **1. Is the department allowed to require that an employee flex their time (leave early) to avoid overtime?**
 - Yes — but only before the overtime is worked. Departments may adjust or “flex” a non-exempt employee’s schedule within the same workweek to prevent overtime from occurring.
 - Example: If an employee works 30 extra minutes on Monday, the manager may direct them to leave 30 minutes early later in the same workweek. This is allowed because the flexing prevents the employee from exceeding 40 hours.
- **2. Does the flexing have to be within the same week or just within the same pay period?**
 - It must be within the same FLSA workweek, not just the pay period.
 - At UNM our workweek begins at 12:01 a.m. Saturday and ends at midnight Friday (Mountain Time).
 - Under FLSA, overtime is based on hours worked in a workweek, not a pay period. So, flexing across weeks — even if the pay period is biweekly — is not permitted.
 - **Correct:** Flexing hours Saturday ↔ Friday (same workweek)
 - **Not allowed:** Flexing hours Week 1 ↔ Week 2 just because they are in the same pay period

Lobotime— OT/Comp Time Q&A Cont.

- **3. Is the department allowed to require that extra minutes be applied to comp time instead of overtime?**
 - Only if:
 - The employee is non-exempt, and
 - The employee and manager have agreed to convert OT to comp per policy or applicable CBA's.
 - Departments cannot unilaterally force comp time after the hours have already been worked.
- **4. Does the department have to pay overtime for the accumulated extra minutes?**
 - Yes — if the extra minutes push the employee over 40 hours in the workweek and were not flexed within that same week.
 - **Also important: If overtime is worked — whether approved or not — it must be paid.**
 - **Departments cannot:**
 - Delete hours
 - Ask the employee to change their timesheet
 - Retroactively require flex time after the fact
 - **They can:**
 - Manage expectations going forward
 - Use performance coaching if an employee repeatedly works unapproved OT
 - Tighten schedule monitoring
 - But once the hours are worked, the overtime must be paid.

Policy Review – Compensatory Time

Policy Language (UAP 3310):

- Earned at 1.5x rate for authorized OT.
- 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.
- If not used in the allotted time frame, converted to pay.

CBA Review – Compensatory Time

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.

Lobotime– Overtime/Compensatory Time

- **How does this work in Lobotime?**

- Overtime is automatically calculated based on the hours employees punch in and out including the specific rules for unions.
 - Note: Managers may flex schedules to prevent overtime but cannot modify timesheets to eliminate overtime already worked. FLSA requires payment for all hours worked; future expectations should be managed through performance and scheduling.
- The only time a manager or org manager needs to take additional action on overtime is to convert it to compensatory time if the employee/manager has approved this.
 - You do this by selecting the punch that contains OT and select a workrule transfer to the applicable comp time 1.5 category
- You can review and manage OT by utilizing the “Overtime Summary” Dataview.
 - Pro Tip: You can also add a tile for this Dataview on your home screen

Policy Review – Shift Differential

A shift differential is an hourly rate *paid in addition* to the base rate.

UAP 3500

- 2nd Shift: At least half of the hours worked are between 4:30p.m. - 12a.m.
- 3rd Shift: At least half of the hours worked are between 12 a.m. – 8 a.m.
- Paid at highest applicable rate for the entire shift not just the hours worked between 4:30 p.m. - 12 a.m. or 12 a.m. - 8 a.m.
- Overtime is calculated using base rate + shift differential.
- Employees are eligible for Shift Differential in accordance with: [Shift Differential Chart](#)

CBA Review – Shift Differential

CWA Shift Differential (Article 7, Section 4)

- 2nd Shift: At least half hours between 4:00 p.m. – 12 a.m. → \$0.40/hour
- 3rd Shift: At least half hours between 12 a.m. – 8 a.m. → \$0.50/hour
- See CBA for Utilities dept.

USUMN Shift Differential (Article 12, Section C)

- 2nd Shift: At least half hours between 4:30 p.m. – 12 a.m. → 5% increase on regular hourly rate.
- 3rd Shift: At least half hours between 12 a.m. – 8 a.m. → 10% increase on regular hourly rate.

Lobotime– Shift Differential

- **How does this work in Lobotime?**
 - Shift Differentials are configured to apply automatically to eligible employees based on when the employee is punching in/out.
 - Managers and Org Managers do not need to manually enter anything or manually adjust these hours if they are applying to shift diff.

Policy Review – Standby and Callback

UAP 3500 Standby Pay:

- Standby pay depends on how much an employee's personal time is restricted.
 - Key factors: required location, response time, number of staff available, and frequency/urgency of calls.
- Standby pay applies only when restrictions prevent personal activities.
 - No standby pay if employees can leave, handle personal activities, and just stay reachable.
- Standby pay rates are determined by the Division of Human Resources.
- Exempt staff are not eligible unless in approved critical/healthcare roles with an HR-approved agreement.

UAP 3500 Callback:

- Call back pay applies when non-exempt employees are required to return to work after their shift ends.
- If the department has a policy in place to pay call back pay to non-exempt, non-union employees, the policy shall be applied consistently.
- Call back may be paid at straight time or OT as appropriate.
- Employees do not need 40+ hours in the week to qualify for call back pay.

CWA CBA Review – Standby and Callback

CWA Standby Pay (Article 10)

- **Weekday Standby**
 - Defined as 4:30 p.m. – 8:00 a.m. (Mon–Fri)
 - Paid 2 hours straight time per period.
- **Weekend Standby**
 - 8:00 a.m. Saturday – 8:00 a.m. Monday
 - Paid 4 hours straight time per period.
- **Holiday Standby**
 - 8:00 a.m. on the holiday – 8:00 a.m. next day (applies each day of a multi-day holiday).
 - Paid 4 hours straight time per period.
- Standby pay is in addition to callback pay (if called in).
- Standby time is not considered hours worked for overtime calculations (unless required by law).
- Standby may be required for certain positions.

CWA Callback Pay (Article 8)

- Applies when called back after completing the normal workday.
- Employee receives a minimum of 2 hours at time-and-a-half.
- Does not apply if the hours worked are simply an extension of the same shift.

USUNM CBA Review – Standby and Callback

USUNM Standby Pay (Article 12, sec D)

- Standby pay is only for non-exempt employees who must remain available during off-hours AND meet FLSA conditions for restricted personal time.
 - Employees not restricted (free to leave, attend to personal matters, and only required to be reachable) are not eligible.
- Restriction factors include:
 - Location/activity limits
 - Required response time
 - Number of employees available
 - Frequency/urgency of calls
- Standby pay rate: \$2.50 per hour when restrictions prevent normal personal activities (per above).
- Employees may be required to carry a phone/pager or provide contact info.

USUNM Callback Pay

- When called back after completing the regular workday, employees receive a minimum of 2 hours at time-and-a-half.
- Does not apply if the work is simply an extension of the same shift.

Lobotime– Standby/Callback

- **How does this work in Lobotime?**

- Standby must be entered as a pay code at the applicable rate and then entering the correct amount of hours.
- Callback is entered on the timesheet by the employee clocking in/out and then the manager using a workrule transfer into the correct Callback category by eclass, shift, and callback.
 - Properly selecting SU Shift X Callback or SW Shift X callback will ensure the proper minimums and 1.5 rates are applied automatically.
- For regular SN (non-exempt, **non-union**) employees, we will need to create a specific workrule if your department is paying them for callback. Please email time@unm.edu if this applies in your department.

Additional
Questions?



What comes next...

Additional Questions and Content Review

- Weekly Recap Email
- Tuesday Phase 2 Drop-in Session

Phase 2 Training Session 8 February 6 11:00 – 12:00

- February Implementation Milestones
- Org Manager/HR Agent Expectations
- Go-Live Support

Future Work

Talking Go Live!

HR Agent/ Org Manager
Expectations

Transitioning to production
environment

Sessions will become more
Q&A/ prep for go-live



Test Scenarios

- Convert OT to Comp Time
- Add OT Summary Dataview to your home page
- Enter hours at different times to trigger shift diff
- Enter standby pay code/hours
- Convert a punch period to applicable callback workrule
- Practice entering non-exact time punches (e.g., clock in at 8:04 a.m. or clock out at 5:32 p.m.) to see how the system rounds your punches (right click on punch to see rounding).

Implementation Timeline

February: Prepare for Go Live

- Confirm LoboTime Training Completion
- Communicate Employee Support and Resources
- Confirm all supervisors and Org Managers understand timekeeping approval requirements and timeliness
- Validate delegation/backup timekeeping approval structure
- Validate org manager assignments in Test Org Manager App by 2/9
- For regular SN (non-exempt, **non-union**) employees, we will need to create a specific workrule if your department is paying them for callback. Please email time@unm.edu if this applies in your department.

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 **New****
- Department Procedure Guides

Phase 2 Training Session 8: Friday, February 6th 11:00 – 12:00





Additional Questions?

CONTACT THE LOBOTIME IMPLEMENTATION TEAM AT TIME@UNM.EDU