



1700

HUMAN RESOURCES

**SW Workrule Meeting
April 3, 2026**

Accounting Offices
P Card Department
Employee Training
Payroll
Purchasing
EOD and Client Services
Bursar Office

AGENDA

- Intro to why we are changing workrules
- Overview of what is changing
- Demonstration of using new workrules
- Demonstration of updating schedules
- Questions/closing

PURPOSE AND SCOPE

- **Purpose of the Change**

- To simplify and standardize workrules by removing shift-specific language where it is no longer necessary.
- To ensure accurate pay and leave processing while reducing system complexity.

- **Scope of Change**

- **Applies to all groups except Utilities Operations**

- The **Utilities Ops group is excluded** from these changes.
- Utilities Ops will continue to use their **existing shift definitions and configurations in LoboTime** with no changes.

SUMMARY OF CHANGES

- **Workrules are now generalized**
 - Workrules will no longer specifically reference Shift 1, Shift 2, or Shift 3.
 - This applies to all workrules **except Callback**.
- **Callback remains shift-specific**
 - Callback continues to reference shifts to ensure employees are paid the correct corresponding shift rate.
- **LoboTime update**
 - The **shift view has been removed from LoboTime** for groups impacted by this change.
- **Banner remains the system of record**
 - Shifts must continue to be **entered and maintained accurately in Banner** to ensure proper shift pay on leave payout.

SUMMARY OF CHANGES CONT.

- **Ongoing Requirements**
 - Permanent shift changes must be **updated in Banner in a timely manner** via EPAF.
 - Delayed updates may result in incorrect pay on leave payouts.
- **Effective Date**
 - These changes take effect **April 4 (4/4)**.

SCHEDULE TEMPLATES USING WORKRULE TRANSFERS

- These changes will affect any **schedule template that includes a workrule transfer**, such as templates used for **lunch deductions**.
 - The Time team will update the required schedule templates on **Monday, 4/6**, to align with the new generalized workrules.
 - After these updates are completed, **departments will be responsible for reassigning schedules** to their employees in LT to ensure the updated workrules are applied correctly.
 - If schedules are not reassigned, employees may continue to follow outdated workrule configurations.



QUESTIONS?

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