Monday December 15

Announcements

Readiness Survey Reminder

Please take this month's LoboTime Readiness Survey. Your perspective is important and will help us determine the focus of upcoming trainings.
Survey Link: HR Agent Readiness Survey – December

LoboTime Training Communication Template

We have provided an **email template** for HR Agents and Org managers to send out to their respective departments. It can also be found on time.unm.edu under the **Phase Two Resources** tab.

Upcoming Meetings

Tuesday Dec. 16: Drop-in Phase 2 Q&A

11 a.m. | **zoom** | Meeting ID: 950 3587 6507| Passcode: lobotime

Friday Dec. 19: UAT Session Three

11 a.m. | **zoom** | Meeting ID: 967 8056 7855| Passcode: lobotime

Tuesday Dec. 23: Drop-in Phase 2 Q&A

11 a.m. | **zoom** | Meeting ID: 950 3587 6507| Passcode: lobotime

This Week's Test Scenarios

Testing Site Access

Click here to log into the LoboTime testing site. The recent access issues have been corrected, and everyone should be able to log in. However, if you are having trouble logging in, please email **time@unm.edu** so we can troubleshoot.

Note that most student employees were not loaded into the test site, so it is normal if you are not seeing your students in your list of employees.

 If you don't see all of your departments/employees or have questions about your org manager assignment, check with your Level 3 HR Agent first to confirm your assignment. If that's correct, then email **time@unm.edu** so we can troubleshoot.

Enter at least 5 non-exempt employee timesheets for Nov. 15 - Nov. 28

- Include different employee types (union, non-union, student, etc) if you can.

- If your department has multiple org managers, coordinate testing with each other to enter time for different employees.
- If your employees work non-traditional hours, enter different shift start/end times.

Timecards
- Approve employee timecards.
- Submit a leave request.

FAQ's

Q: Do student employees with multiple jobs choose the job at punch in?
A: Yes. They select which job they're clocking in/out for.
Q: Should employees punch on Fridays of the second week? Currently we estimate/project time so supervisors have time to review and approve before time is due on Mondays.
A: Yes, employees should punch in/out in real time; time will no longer be estimated unless a specific early deadline applies. Approvals are due Mondays.
Q: How are holidays and weather delays handled?
A: Holidays are preloaded and require no punch unless employees work. Weather delays (e.g., snow) are manually edited please see our available Job Aid, because of the nature of weather delay those type of events cannot be auto programmed.
Q: Will supervisors get email notifications for leave requests?
A: Yes, in the live system (not in test, that functions has been turned off in the test site to avoid confusion).
Q: Will supervisor changes after go-live update automatically from Banner?
A: Yes. Updates flow from Banner via feeds twice daily.
Q: Is there a preferred browser for the app?
A: No. All browsers function properly with the system.
Q: If an employee works more than two shifts per day, how is that recorded?
A: Yes, an additional line is added for additional punches beyond two.
Q: Is Faculty leave still being reported monthly via PHATIME?
A: Yes. Faculty will not use Lobotime/UKG for reporting their own leave; they continue via PHATIME.