LoboTime Weekly Roundup

Monday January 12

Welcome to the LoboTime Weekly Roundup, where we summarize last week's activity and prepare for this week's training sessions and test scenarios.

Website Revamp and Resources

Our team has revamped the **time.unm.edu** website making it more intuitive and easier to navigate. Here is an overview of the new site:

- A dedicated Job Aids page with job aids and training materials organized by audience (employees, supervisors, and org managers).
- Easier access to the weekly training and testing meetings, including zoom recordings and slide decks from previous weeks.
- A Department Resources page containing general timekeeping resources for HR Agents and departments, including the LoboTime implementation checklist and policy and procedure resources.

We are still working on revamping the Frequently Asked Questions page, so stay tuned for updates in the coming week.

Reinforcing Timekeeping Expectations

This month, we ask that you continue reinforcing timekeeping expectations within your departments, which includes finalizing and communicating department timekeeping procedures and shifting training focus to supervisors and employees. The **Readiness Checklist** and other **resources** are available on time.unm.edu

Upcoming Meetings

Tuesday Jan. 13: Drop-in Phase 2 Q:A
11 a.m. | **zoom** | Meeting ID: 950 3587 6507| Passcode: lobotime

Friday Jan. 16: UAT Session Five, Supervisor and Employee Training
11 a.m. | **zoom** | Meeting ID: 967 8056 7855 | Passcode: lobotime
- Supervisor and Employee Training
- Schedule Management
- When to use Schedules
- Creating a Schedule
- Mass Index Transfer

Tuesday Jan. 20: Drop-in Phase 2 Q:A

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

Missed a session? No worries – **Zoom recordings** and slide decks for the Tuesday Q&A Sessions and the Friday LoboTime Training Sessions are posted on time.unm.edu and available for viewing following meetings.

This Week's Test Scenarios

We are constantly adding data to the Testing Site to provide more opportunities for meaningful testing. In the meantime, we encourage you all to continue navigating the new site and practicing the following scenarios.

Org Manager Experience
- Practice creating a realistic timecard
- Practice approving timecards
- Practice accessing Dataviews (Time Off Request Info, and Sign Off Status)
- Practice navigating within Dataviews
- Practice Signing Off timecards

FAQ's

What happens if a supervisor is out unexpectedly and cannot approve time?
There are several options available in this scenario:
- If a supervisor is unable to approve their employee's timecard, either a higher-level supervisor in the reporting chain or the department's Org Manager can approve on their behalf.
- Alternatively, the supervisor can delegate approval authority to another user within LoboTime.

Is "Manager Approval" the same as "Supervisor Approval"?
Yes — In LoboTime the terms are used interchangeably.

My department has multiple org managers for the same org code – is there a way to limit access to only the employees I'm responsible for?
In these cases, we suggest using the Hyperfind function to create a filter based on other employee criteria (such as Reports To or Pay Rule/eClass) or utilizing a Dataview (report) and then sorting or filtering by those fields.

Will supervisor changes made via EPAF automatically update in UKG?
Yes. Supervisor changes feed into UKG twice daily.

How do supervisors know if an employee has enough leave to cover a request?
Supervisors can rightclick on the request → "View Accruals" to see current balances.

Should employees punch out for paid breaks?
No, paid 15 minute breaks should not be punched. Punching out results in unpaid time. Meal breaks (typically 30–60 minutes) must be punched.

Is there training for new supervisors or new org managers hired after rollout?
Yes—trainings are available in Learning Central (search: "UKG") and weekly training session recordings are posted on time.unm.edu.

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