LoboTime Weekly Roundup

Monday January 26

Announcements

Support Resources
The project team is constantly working on new Job Aids to assist Supervisors and Org Managers as we approach go-live:
- Job Aids and Online Training: **https://time.unm.edu/ukg-training-modules/index.html** (*Revamped supervisor training course and new job aids for Dataviews and Hyperfinds are now posted!*)
- LoboTime Weekly Roundups sent weekly and posted on **time.unm.edu**
- See something we're missing - submit questions to **time@unm.edu so** we can review during the Tuesday drop0in Q&A sessions or added to the FAQs.

January Timeline
As we move towards February and go-live, departments should focus on finalizing and communicating timekeeping procedures. Continue to communicate and reinforce LoboTime training for employees and supervisors. Confirm expectations for Org Managers and continue attending weekly training and Q&A sessions.

Continue to refer to the Phase 2 Readiness Checklist on time.unm.edu

Future Work and Support
We will be shifting our focus to more complex scenarios and go live support.
- Complex Union Scenarios: Jan. 30
- February Sessions: Focus shifts to go live support and transition to production environment
- March: Focus shifts to real-time support through initial pay periods.

Upcoming Meetings
Tuesday Jan. 27: Drop-in Phase 2 Q&A
11 a.m. | **zoom** | Meeting ID: 950 3587 6570 | Passcode: lobotime

Friday Jan. 30: UAT Session Seven, Advanced Topics - Union Scenarios
11 a.m. | **zoom** | Meeting ID: 967 8056 7855 | Passcode: lobotime
- Overtime Management
- Shift Differential
- Stand by and Call Back Pay

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

Complex Leave Scenarios
As we demonstrate more complex scenarios during our User Acceptance Trainings, we encourage you to take that information and practice in the LoboTime Testing Site

Supervisors and Org Managers
- Practice entering a variety of leave scenarios, including Bereavement, Work Without Pay with Benefits, and Jury Duty.
- Practice entering and approving Paid Parental Leave, CAT Leave, and FMLA requests across multiple weeks.
- Practice entering overtime hours for non-exempt employees and converting those hours to compensatory time.
- Simulate employees clocking in or out a few minutes early or late to see how the system rounds employee time.

FAQ's

Who has sign-off capabilities, the Supervisor or the Org Manager?
Both can sign-off. However, HR's guidance has been for supervisors to approve timecards and for Org Managers to serve as a second set of eyes by completing the sign-off. That said, this approach is recommended, but not required departments may proceed in the way that best fits their operational needs.

Working in the Testing site as an employee, when I enter time into my timecard and click save, the time entered disappears and a red Pause icon appears in the date cell of that row. What is happening?
You are doing everything right; the manual entry of time in the timecard is considered a "edit" and requires supervisor approval. The red pause icon is an indication that notification of the edit was sent to your supervisor and is awaiting approval.

How do students and employee clock in/out if they have more than one job?
Employees with multiple assignments will log into their account and upon clicking the "Punch" tile, will be prompted to choose which job they are clocking in or out for. This prompt will occur when using a time clock as well.

For employees with multiple positions, particularly those positions with different managers, how are punches and positions differentiated on the timecard?
Each punch is recorded on the timecard and differentiated by Position Number and Suffix. Managers can view all in/out punches for the employee, including punches associated with other positions, with each clearly designated by its position information.

Which UKG app are employees supposed to be downloading on their cell phones? When we checked the app store for "UKG", it offered multiple apps such as UKG Ready, UKG Pro, UKG Workforce…etc.
Use UKG Pro (Android or iOS). In testing, point the app to the training URL (https://univofnewmexico-uat-sso.npr.mykronos.com/wfd/home); after go-live, reconfigure/download using the URL for production.

How and when are exempt employees supposed to enter Leave requests in Lobotime for the month of Feb?

Exempt employees will log into Lobotime on or after Feb. 21, go-live date and submit a "Time-Off Request" using the "My Leave" tile on their Lobotime homepage. Exempt employees will be responsible for submitting Feb leave before the March 5R Exception Time Deadline on March 12.

Does the employee have to approve leave that was initially entered by the supervisor?
No. The Supervisor or Org Manager should only be entering Other Paid Leave or maybe Sick Leave in the rare case the employee is unavailable to request it themselves. In those situations, the employee does not need to approve after the leave is entered on their behalf. However, employees should always review their timecard for accuracy and approve their timecard at the end of the pay cycle.

Does LoboTime automatically reduce approved leave, so the week totals 40 hours if an employee ends up working extra?
No. If work + leave exceeds 40, managers/employees should reduce leave as appropriate. (System still applies overtime rules per policy/CBAs.)

How is overtime calculated down to minutes, around holidays, etc.?
Overtime is automatically calculated based on hours worked a week and EClass/union rules; rounding is to the tenth of an hour. Holiday/leave interactions follow UNM policy/CBAs; managers can monitor via timecard totals and the Overtime Summary data view.

Does Comp Time automatically pay out if not used within 90 days?
No. It does not autopay or disappear. Supervisors/Org Managers must move eligible balances to Comp Time Payout via pay code entry after the 90day window (use "Accrual Details – Full" Dataview to monitor)

How do new employees appear in LoboTime?
Once the job record is created in Banner and the employee has a UNM NetID, the record will feed automatically to UKG. Supervisor changes flow via EPAF.

If an employee has no accrued leave but needs time off, is it LWOP?
For intermittent cases, use the Leave Without Pay (with benefits) pay code on the timecard. For extended LWOP, process via EPAF on the job record (not through LoboTime entries). Work with your HR Consultants for all LWOP cases.

Does Paid Parental Leave automatically flag as FMLA because they are taken concurrently?
No. Paid Parental Leave must be requested and approved through HR's Absence Management. Once approved, payroll will then upload PPL amounts to Banner, which will then be fed to Lobotime. The employee can then request PPL via the "Time-Off Request" function in Lobotime. Supervisors should work with their HR Consultant and Absence Management to add FMLA to the employee's PPL.