Monday January 5

Announcements

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

Planning in January - Reinforce Timekeeping Expectations

As we shift to the next phase of implementation prep, we recommend revisiting the **Readiness Checklist** to ensure your department is on track for a successful implementation.

In January our focus will be 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 Phase 2 resources are available on time.unm.edu.**

Department Timekeeping Procedures

As mentioned above, HR Agents should be close to finalizing department timekeeping procedures and communicating expectations to Org Managers, supervisors, and employees. If you have questions or need assistance with crafting procedures for your units, **please reach out to your HR Consultant** for their assistance.

Updated Job Aids

We have added a series of Job Aids on the **time.unm.edu** website. Please feel free to refer to them as you explore the Lobotime Training and Testing Site.

Upcoming Meetings

Tuesday Jan. 6: Drop-in Phase 2 Q&A
11 a.m. | **zoom** | Meeting ID: 950 3587 6507| Passcode: lobotime

Friday Jan. 9: UAT Session Four, Using Schedules
11 a.m. | **zoom** | Meeting ID: 960 2816 9815 | 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

Please continue to add test data to the **Lobotime Training and Testing Site**, and we encourage you to continue navigating the new site and practicing the following scenarios.

Click here to log into the LoboTime Training and Testing Site.

Exempt and Non-Exempt Timecards
- Practice approving timecards

Supervisor Experience
- Practice filtering employee lists
- Try delegating responsibilities to another manager

Filter Using Hyperfinds
- Try using the 'Reports to Me' hyperfind to view timecards for employees you directly supervise

FAQ's

How do I access the LoboTime *training and testing* site and confirm I'm in the right environment?
You can access the training and testing site here, or via the link on the time.unm.edu homepage; The training and testing site has a green/turquoise banner, rather than UNM branding, so you know you're in the right place. If you're having trouble logging in, email time@unm.edu.

Can employees see a shared calendar of coworkers' leave?
No, employees only see their own requests.

Where can managers/org managers see pending leave requests for employees outside their direct reports?
You can see leave requests for all employees via the Schedule Planner with Absence Calendar, which is available by clicking the "hamburger" menu icon and choosing "Schedule".

If an employee forgers to approve their timecard, can their supervisor approve without employee approval?
Yes, but best practice for employees to approve their timecard. If an employee cannot approve, supervisor approval is critical to ensure that the timecard is complete and accurate.

If a supervisor misses approval, will the employee still get paid?
Yes, as long as the timecard is signed off before the payroll deadline, the employee will still get paid. Employees will not be paid on time if their timecard is not signed off prior to payroll deadlines.

What if the supervisor is out and can't perform timekeeping duties?
Next-level supervisors or Org Manager have the ability to approve employee timecards on the supervisor's behalf. Supervisors can also delegate approval authority to peers via **Manager Delegation**.

Can Org Managers return a timecard for correction after supervisor approval?
Yes, Org Managers can remove supervisor approval, then employees can make corrections.

Where can I review recorded training sessions?
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 the meetings.