



Monday March 16

Upcoming Meetings

Group Categories

Group A: Arts & Sciences, Fine Arts, Provost Administrative Units, University College

Group B: Anderson, Education, University Libraries, Continuing Education, Honors, Architecture, Engineering, Law School, Student Affairs

Group C: Financial Services, Finance/Admin Units, Information Technologies, Athletics, President's Administrative Units, VP Research, DICE, ISS, Gallup, Taos, Valencia, Los Alamos

Group D: School of Medicine, Nursing, Pharmacy, HSLIC, HSC Research, HSC Administration, HSC West Campus

Upcoming Meetings

Tuesday March 17: GROUP A Go-Live Drop-in Support

11 a.m. | [Zoom](#) | Meeting ID: 950 3587 6507 | Password: lobotime

Tuesday March 17: GROUP B Go-Live Drop-in Support

11 a.m. | [Zoom](#) | Meeting ID: 962 5446 4049 | Password: lobotime

Friday March 20: GROUP C Go-Live Drop-in Support

11 a.m. | [Zoom](#) | Meeting ID: 950 3587 6507 | Password: lobotime

Friday March 20: GROUP D Go-Live Drop-in Support

11 a.m. | [Zoom](#) | Meeting ID: 962 5446 4049 | Password: lobotime

Timekeeping Quick Guide

Use the Pay Period Close Checklist

Supervisors and Org Managers should follow the Pay Period Close Checklists to ensure all required steps are completed:

<https://time.unm.edu/ukg-training-modules/index.html>

Payroll Deadlines

Payroll processing deadlines have not changed. The official schedule for exempt and non-exempt payroll deadlines is available here:

<https://payroll.unm.edu/mypay/pay-schedule.html>

Exempt Timecard Approvals

Exempt timecards should be approved by both the employee and supervisor even if no leave was taken during the pay period. If the employee is unavailable, the supervisor approval may serve for both.

Pay Periods Sign-Off

Sign-off is the final step of the pay period close and transmits approved timecards to Payroll for processing. Sign-off is typically completed by the Org Manager after employee and supervisor approvals, though workflows may vary by department.

Identifying Your Org Manager

Use the Find Your Org Manager Report to identify the Org Manager for your area:

https://lobowebapp.unm.edu/apex_ods/f?p=237

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