



Monday February 16

## Announcements

### Log in to LoboTime and Review Information in Production

Org Managers can now log in to **LoboTime in Production!** This is a good opportunity to make sure to review employees and supervisor assignments.

To correct supervisor assignments, utilize the "Update Supervisor" HR Report (for detailed instructions, see **Update Supervisors (HR Reports)**) or submit a Supervisor Change ePAF.

Report access or technical issues to [time@unm.edu](mailto:time@unm.edu).

### Accessing the New LoboTime

Web Browser

- My.unm.edu (LoboTime tile or business application menu)
- <https://lobotime.unm.edu/>

### Pay Period Close Checklist and New Job Aids

In preparation for next week's go-live, we encourage Org Managers to review the newly published **Checklist for Closing a Pay Period** and to browse the wide array of **job aids available on time.unm.edu**.

### Upcoming Meetings

#### **Tuesday Feb. 17: Drop-in Phase 2 Q&A Preparing for Go-Live**

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

#### **Friday Feb. 20: Drop-in Phase 2 Q&A Preparing for Go-Live**

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

# FAQ's

## **Do HSC employees log in with UNM or HSC credentials?**

HSC employees must log in using their @salud email address and password.

## **Should exempt employees enter January leave?**

No, the first leave entry in LoboTime for exempt staff will be February leave (due by March 12)

## **Do Org Managers receive notifications of leave requests?**

Org Managers do not get direct notifications for employees they do not directly supervise; to access submitted leave requests they must check the *Time Off Request Info* Dataview.

## **Can Org Managers approve leave for employees they don't supervise?**

Yes, Org Managers can approve leave for anyone within their assigned org via the *Time Off Request Info* Dataview.

## **Does the system automatically add direct reports to the supervisor dashboard?**

Yes, supervisor/employee relationships flow from Banner.

## **What if a correction needs to be made after sign-off, what is the latest we can remove sign-off?**

Sign-off can be removed any time before the 4:00 p.m. payroll deadline (monthly or biweekly). After that deadline, any corrections must be processed using a Payroll Adjustment Form.

## **After go-live, will LoboTime training in Learning Central be automatically assigned to new hires?**

No. Training must be added manually by the employee or supervisor. Departments should include LoboTime training in their standard onboarding process to ensure expectations are understood early in employment.

## **Will employees get an alert when they punch out incorrectly?**

Not immediately. The system identifies the issue overnight, and the employee will see a "must fix" alert the next day.

## **How do we verify the default index?**

Check Banner or the Labor Distribution Report in [MyReports](#).

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