



Monday February 2

## Announcements

### Org Manager Assignment Deadline

In preparation for go-live, HR Agents: Please make sure all your Org Managers are assigned correctly in the Test Org Manager App by **Feb 9**. We will be migrating assignments and permissions to Production after this date, so please ensure assignments for your units are up to date. Org Managers: You can reach out to your Level 3 HR Agent if you have questions or need to verify your access.

### Preparing for Go-Live

As we prepare for Go-Live, now is a good opportunity to:

- Confirm employees and supervisors have completed their LoboTime Training.
- Confirm that supervisors and Org Managers understand approval requirements and timelines.
- Communicate Employee Support resources and validate department approval structure.

### Upcoming Meetings

#### Tuesday Feb. 3: Drop-in Phase 2 Q&A

11 a.m. | [zoom](#) | Meeting ID: 950 3587 6570 | Passcode: lobotime

#### Friday Feb. 6: UAT Session Eight, Preparing for Go-Live

11 a.m. | [zoom](#) | Meeting ID: 960 2816 9815 | Passcode: lobotime

- February Implementation Milestones
- Org Manager/HR Agent Expectations
- Go-Live Support

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](http://time.unm.edu) and available for viewing following meetings.

## This Week's Test Scenarios

### Supervisors and Org Managers

- Practice converting OT to Comp Time.
- Practice adding OT Summary Dataview to your home page.

- Practice entering hours at different times to trigger shift differentials.
- Practice entering standby pay codes and hours.
- Practice converting a punch period to applicable callback work rule.
- Practice entering non-exact time punches (e.g., clock in at 8:04 a.m. or out at 5:32 p.m.) to see how the system rounds your punches. Remember to right click on the punch to see how it rounds.

## FAQ's

### How do employees use the physical time clocks?

If approved by the department, non-exempt employees can use Lobotime timeclocks to clock in and out. Lobotime timeclocks accept a Lobo ID swipe or employees can type their Banner ID to punch time.

### Do nonexempt employees have to clock in/out or can they key time manually into the timecard?

Clocking in/out is the intended practice. Non-exempt employees *can* enter time directly on the timecard, but those edits go to the supervisor for approval and remain pending (pause icon) until approved.

### How are supervisors notified of employee punch edits?

Supervisors see notifications (bell icon) in the Lobotime system on the home page. The system does not send email notification for punch edits to avoid inbox overload.

### Can we split a day across multiple indices (e.g., 50/50)?

Yes, Lobotime can split between multiple indices by time, not percentage (e.g., first half of the shift on Index A, second half on Index B). The Totals tab will show the split.

### Will the system set the shift (1/2/3) automatically?

Yes. Shift differential is calculated automatically based on when the employee actually works; if more than half the day is in Shift 2, Shift 2 differential applies in accordance with policy and/or CBA rules.

### Can employees request multiple nonconsecutive days of leave in one request?

Yes, in Time Off Request, pick the leave type, then use the calendar to select each date; on Next, set Start time and Duration (hours) for the selected days. Note, if the duration of leave will vary for each day, then the requests must be entered separately.

### Are official UNM holidays preloaded in Lobotime?

Yes, official University holidays are programmed in LoboTime; no manual entry is needed.

### Will Postdocs use LoboTime?

Yes. Postdocs will use UKG/LoboTime to enter annual and sick leave.

### Are NonCredit Instructors included in Lobotime?

No. Non-Credit Instructors are not included in Lobotime. Their current processes will continue for now.

### Can departments require employees to flex time to avoid overtime?

Yes, but only within the same FLSA workweek (Sat 12:01 a.m. – Fri midnight). Flexing across weeks (even within a biweekly pay period) is *not* permitted.

### Do departments have to pay OT even if it was not approved?

Yes. All overtime worked must be paid, whether authorized or not. Managers can address future expectations but may not delete hours or ask employees to change times retroactively.

### Should nonexempt employees estimate Friday afternoon time before approving their card on Friday?

No. They may clock out normally on Friday and approve their timecard Monday morning. (Only Winter Break uses “estimated time” rules.)

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!