



Monday February 23

Announcements

We Made It - LoboTime is Officially Live!

Before we turn our attention to go-live support, we want to pause and recognize your engagement and support with the testing and training process the past few months. Thank you for being true partners in this project and for helping effectively lead this change within your units - we wouldn't be here without you!

Pay Periods In LoboTime

First bi-weekly pay period in LoboTime

- Employees started punching in on Feb. 21
- Report leave taken on or after Feb. 21
- The first pay period close is March 9.

First monthly pay period in LoboTime

- Employees will report leave taken on or after Feb. 1
- The first pay period close is March 12.

Leave Balances in LoboTime and LoboWeb

Noticing differences between your leave balances in LoboTime and LoboWeb? This is expected. Banner is the official source for sick and annual leave balances, while LoboTime provides estimated balances to support future planning.

LoboTime Support for Org Managers

Please report escalated concerns, issues with multiple assignment timecards, technical/access issues, or missing employee records to time@unm.edu.

We will be sending email reminders of key tasks and as always, the Job Aids on time.unm.edu are a good resource for Org Managers and Supervisors during a pay period close.

Upcoming Meetings

2R5 Support: Drop in Sessions

We will be hosting Drop In-Sessions on Tuesday and Fridays with smaller groups that you can attend as needed.

Tuesday: 11 a.m. to noon

- Group A: Arts & Sciences, Fine Arts, Provost Admin Units, University College
- Group B: Anderson, Education, University Libraries, Continuing Education, Honors, Architecture, Engineering, Law School, Student Affairs.

Friday: 11 a.m. to noon

- Group C: Financial Services, Finance and Administration Units, IT, Athletics, President 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 Feb. 24: GROUP A Go-Live Drop-in Support

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

Tuesday Feb. 24: GROUP B Go-Live Drop-in Support

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

Friday Feb. 27: GROUP C Go-Live Drop-in Support

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

Friday Feb. 27: GROUP D Go-Live Drop-in Support

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

Missed a session? No worries—[Zoom recordings](#) for the Tuesday and the Friday LoboTime Sessions are posted on time.unm.edu and available for viewing following meetings

Make Sure to Download the App



Downloading and Troubleshooting the App

- Download **UKG Pro** in the iOS App store (Apple) or Google Play store (Android)
- To connect the app to UNM LoboTime enter the workspace URL: <https://lobotime.unm.edu/#login> or use this workspace QR code

Not connecting?

- Try deleting and re-downloading the app if it does not connect or gets stuck “loading”
- If entering the URL manually, ensure you include the <https://> in the URL link
- Ensure you select the SSO login option to prevent having to enter the workspace every time you open the app

University of New Mexico | 1 University of New Mexico | Albuquerque, NM 87131 US

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