



Monday February 9

Announcements

Feb 9 - 21 Timeline



Accessing the New LoboTime

Web Browser

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

Mobile Application

- UKG Pro
- Use link to production site (see above)



Upcoming Meetings

Tuesday Feb. 10: Drop-in Phase 2 Q&A Preparing for Go-Live
11 a.m. | [zoom](#) | Meeting ID: 950 3587 6570 | Passcode: lobotime

Friday Feb. 13: Drop-in Phase 2 Q&A Preparing for Go-Live
11 a.m. | [zoom](#) | Meeting ID: 967 8056 7855 | 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

Reviewing Information in Production

Login to LoboTime and try the mobile app!

Beginning **Wednesday, Feb. 11**, Org Managers can 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.

FAQ's

What is the approval workflow for timecards?

We recommend this approval workflow, but understand that practices may vary depending on departmental structure:

1. Employee approval (turns timesheet yellow)
2. Supervisor approval (timesheet turns green)
3. Org Manager signoff (locks timecard; sends to payroll)

If a supervisor is also the Org Manager, do they approve twice?

Yes. Supervisor approval and Org Manager sign-off are two distinct actions. Each action must be completed by the individual assigned to that role. If the same person is designated as both Supervisor and Org Manager, that individual will be responsible for completing both the approval and the sign-off steps.

Can a supervisor approve timecards if the employee didn't approve first?

Yes, though not preferred. Supervisors/Org Managers may approve if time appears correct.

Where can I find the UKG/Training completion report?

In HR Reports → Employee Reports → UKG Trainings.

What is the deadline for exempt (5R) leave approvals?

Payroll deadlines have not changed. Please continue to follow the standard UNM Payroll Schedule. <https://payroll.unm.edu/mypay/pay-schedule.html>

How do we add a secondary Org Manager?

Ask your Level 3 HR Agent; they are the only ones who can add assignments.

Is the TEST environment staying open?

Yes, it will remain available through go-live.

Will comp time balances transfer?

Yes, all comp time balances will transfer and start a new 90day clock in LoboTime.



Try email marketing for free today!